

APPENDIX – B

| Template for preparing the Budget for Hosting of Youth Congress | | |
|--|-----------|-----------|
| Expense | Budgeted | Actuals |
| | \$ | \$ |
| PUBLICITY/PROMOTION (Website/Video) | | |
| PRINT MEDIA (Logo design, invitations, fliers, sponsorship kits, stationery, welcome posters, banners, leaflets for the congress etc...). | | |
| Advertisements (News papers, journals, Congress daily etc.) | | |
| Communication (Telephone, Fax, Mail, Courier.) | | |
| Welcome Kit, Mementoes | | |
| Awards | | |
| EVENT MANAGEMENT RELATED COST (Permits, approvals, security, ushers, etc.) | | |
| HEALTH & INSURANCE (Doctor, First aid, 3 rd party Ins. in line with local regulations) | | |
| DECORATION/LIGHT/SOUND (Flowers, decoration at the entrance, sound, light, stage video, multimedia, dash board, stands/kiosks valet parking etc..) | | |
| TRANSPORT (Visit to malls, transport for delegates to and fro to the venue and hotel etc...) | | |
| Entertainment (Includes artists/entertainers fees, technicians fees, etc.) | | |
| Travel & Accommodation (Professional Artists travel and stay cost) | | |
| Visa & Master Card fees & Bank Charges (2.5/3% of transactions & other Bank charges) | | |
| Incidentals | | |
| Food & Ballroom rental + Break out rooms (delegates @ \$ per day x no. of days) (Children @ \$ per day x no. of days) | | |
| Total cost | | |
| Income (Proposed): | \$ | \$ |
| Registration – Delegates fees (includes lunches and dinners, cultural events, opening show and transportation for short shopping trips) | | |
| Brochure advertisement | | |
| Souvenir/Raffles etc.. | | |
| Donations | | |
| Sponsorship packages | | |
| Total Income/Deficit | | |