

APPENDIX – B

Template for preparing the Budget for Hosting of Congress		
	Budgeted	Actuals
Expense	\$	\$
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		