

# BUDGETING

## Budgeting Checklist

Oakland Convention Center has compiled the following budget checklist of possible expenditures that may be required to host your event.

### Site Selection

- Researching sites
- Preparing and distributing requests for proposals
- Travel, housing, ground transportation, meal and misc. site visit costs

### Staff

- Salaries and benefits for permanent staff
- Temporary employee wages
- Travel, housing and other on-site expenses
- Custodial, security, electrical, audio-visual and contracted employees

### Promotion

- Production and distribution of promotional pieces
- Telephone fees
- Advertising costs

### Printing

- Forms for registration
- Tour and special event order forms
- Meal and special event tickets
- Program agenda booklet
- Badge blanks and holders
- Special handouts and announcements
- Banquet menus and programs
- Registration packets, order forms, enclosures and misc. items
- Exhibit programs
- Special invitations
- Materials for divisions, committees, board members and special interest groups
- Published proceedings and abstracts

### Program

- Committee meetings, Internet, telephone, mailing and duplicating
- Guest speaker expenses
- Audio-visual services
- Meeting room rental costs
- Special events and entertainment
- Golf or other sporting events
- Decoration costs
- Signs
- Awards
- Flowers
- Food and beverage costs
- Office furniture and equipment
- Staging

- Registration equipment
- Telephone
- Press room
- Simultaneous translation and audience response equipment

### Exhibits Promotion

- Communication contracts
- Room rental costs
- Decorator services
- Audio-visual
- Duplication services (manuals, lists, regulations, charts, etc.)
- Drayage
- Electrical costs
- Storage fees
- Staff office accommodations

### Spouse, Children & Guest Programs

- Coordinator expenses
- Gifts and amenities
- Printed program
- Transportation costs
- Entertainment
- Committee expenses
- Child care
- Signs
- Insurance

### Miscellaneous Expenses

- Insurance
- Taxes
- Office supplies
- Shipping
- Storage
- Gifts
- Shuttles, limousines and other transportation
- Accounting
- Legal services

Oakland Convention Center offers world-class event facilities. For more information contact us at (510) 466-6455.

We look forward to helping you host a memorable event.