

Conference Budget Estimates

As of 6.21.11

Item	Meeting in 1500 Wing & Catering in Exec Dining Room	Meeting in 1500 Wing & Catering in 3rd Floor Lobby	Meeting & Catering in Exec. Meeting Sp. (2333)	Comments
Venue - VMH				
Rental	\$0.00	\$0.00	\$0.00	
Furniture Removal	\$0.00	\$450.00	\$750.00	Removal/return of partial furniture in Grand Atrium; all furniture in 2333
Facilities Charges	\$0.00	\$0.00	\$0.00	
Total Venue	\$0.00	\$450.00	\$750.00	
Food and Beverage				
Breakfast - Day 1	\$1,050.00	\$1,050.00	\$1,050.00	Based on 70ppl @ \$15pp
AM Break - Day 1	\$455.00	\$455.00	\$455.00	Based on 70ppl @ \$6.50pp
Lunch - Day 1	\$1,750.00	\$1,750.00	\$1,750.00	Based on 70ppl @ \$25pp
PM Break - Day 1	\$455.00	\$455.00	\$455.00	Based on 70ppl @ \$6.50pp
Dinner - Day 1	\$2,800.00	\$2,800.00	\$2,800.00	Based on 70ppl @ \$40pp
Alcohol with Dinner - Day 1	\$810.00	\$810.00	\$810.00	Based on 2 drinks per person ++
Labor/Delivery - Day 1	\$1,700.00	\$1,700.00	\$1,700.00	Based on all day service
Breakfast - Day 2	\$1,050.00	\$1,050.00	\$1,050.00	Based on 70ppl @ \$15pp
AM Break - Day 2	\$455.00	\$455.00	\$455.00	Based on 70ppl @ \$6.50pp
Lunch - Day 2	\$1,750.00	\$1,750.00	\$1,750.00	Based on 70ppl @ \$25pp
PM Break - Day 2	\$455.00	\$455.00	\$455.00	Based on 70ppl @ \$6.50pp
Labor/Delivery - Day 2	\$1,300.00	\$1,300.00	\$1,300.00	Based on all day service
Total F&B	\$14,030.00	\$14,030.00	\$14,030.00	
Equipment/Major Rentals				
Tables/Chairs	\$650.00	\$1,250.00	\$1,500.00	Exec Dining: Linens only and Buffet Tables 3rd Floor: All tables/chairs and linens for meals 2333: All tables/chairs and linens for meals & chairs for meeting
Linens - Day 2	\$600.00	\$600.00	\$600.00	Day 1 Included in Tables/Chairs
Smith IT	\$250.00	\$250.00	\$250.00	Use of room computer/projector/screen and tech for the day
Signage	\$200.00	\$200.00	\$200.00	Custom banner from Univ Sign Shop
Total Rentals	\$1,700.00	\$2,300.00	\$2,550.00	

Item	Meeting in 1500 Wing & Catering in Exec Dining Room	Meeting in 1500 Wing & Catering in 3rd Floor Lobby	Meeting & Catering in Exec. Meeting Sp. (2333)	Comments
Other Marketing/Materials				
Programs	\$150.00	\$150.00	\$150.00	Copies for folders printed in copy center
Gifts/Premiums				
Gifts - Speakers	\$154.50	\$154.50	\$154.50	3 Keynote gifts at \$50ea with bags
Photography/Videography				
Photographer	\$1,000.00	\$1,000.00	\$1,000.00	Approx 8 hours of photography
Videographer	\$1,000.00	\$1,000.00	\$1,000.00	Approx 8 hours of videography
Total Photography/Videography	\$2,000.00	\$2,000.00	\$2,000.00	
Travel/Transportation				
Parking	\$750.00	\$750.00	\$750.00	Based on 25 parking codes @ \$15/day for 2 days
Miscellaneous Items				
Office Supplies	\$75.00	\$75.00	\$75.00	Namebages and holders
Cvent Credit Card Processing Fees	\$525.00	\$525.00	\$525.00	Approx 3% per transaction - Estimated for 70ppl at \$250 ea
Total Miscellaneous	\$600.00	\$600.00	\$600.00	
Event Total	\$19,384.50	\$20,434.50	\$20,984.50	