

MEETING PLANNERS' CHECKLIST

<u>CATEGORY</u>		<u>NUMBER</u>	<u>EXPENSE</u>	<u>TOTAL</u>
SITE SELECTION				
	Planning committee meeting			0
	Pre-meeting travel			0
	Site inspection expenses			0
	Other			0
	Sub-Total			0
ACCOMMODATIONS				
	VIP suites			0
	Special guest suites			0
	Single rooms			0
	Double rooms			0
	Condos			
	2 BR			0
	3 BR			0
	4 BR			0
	Gratuities			0
	Other			0
	Sub-Total			0
MEETING ROOMS				
	Exhibit hall			0
	General session room			0
	Break-out rooms			0
	Meal function rooms			0
	Hospitality rooms			0
	Other			0
	Sub-Total			0
TRAVEL				
	Airline fares			0
	Ground transportation			0
	Shipping			0
	Storage			0
	Gratuities			0
	Other			0
	Sub-Total			0
FOOD & BEVERAGE				
	Meals			
	Breakfast			0
	Lunch			0
	Dinner			0
	Receptions			0
	Cocktail parties			0
	Breaks			0
	Other			0
	Sub-Total			0

AUDIO / VISUAL EQUIPMENT				
	Microphones & speakers			0
	Special lighting			0
	Projection equipment			0
	Audio & video recording			0
	Flip charts			0
	Pads & pencils			0
	Telephone / Internet Connections			0
	Other			0
	Sub-Total			0
DECORATIONS				
	Banners			0
	Special signs			0
	Flowers & plants			0
	Banquet set-up			0
	Center pieces			0
	Stage set-up			0
	Props, sets			0
	Other			0
	Sub-Total			0
SPEAKERS & ENTERTAINMENT				
	Keynote speaker			0
	Other speakers			0
	Entertainers			0
	Spouse Programs			0
	Other			0
	Sub-Total			0
RECREATION				
	Golf			0
	Tennis			0
	Outings			0
	Other			0
	Sub-Total			0
PRINTING				
	Pre-meeting			
	Writers			0
	Graphic design			0
	Promotional pieces			0
	Pre-registration forms			0
	Other			0
	<i>Pre-Meeting Sub-Total</i>		<i>0</i>	
	Mailings			
	Paper			0
	Printing			0
	Envelopes			0
	Postage			0
	Handling			0
	Other			0
	<i>Mailings Sub-Total</i>		<i>0</i>	

PRINTING (Continued)				
	Meeting Packets			
	Envelopes / folders			0
	Welcoming letter			0
	Registration forms			0
	Name badges, etc.			0
	Programs / agenda			0
	List of attendees			0
	Special announcements			0
	Sign-up forms			0
	Workbooks & handouts			0
	Evaluation forms			0
	Other			0
	<i>Meeting Packets Sub-Total</i>			<i>0</i>
	Sub-Total			0
GIFTS & AWARDS				
	Recognition plaques			0
	Attendees' gifts			0
	Speakers' gifts			0
	Spouses' gifts			0
	Door prizes			0
	Sporting events winners' gifts			0
	Other			0
	Sub-Total			0
CONTRACT PERSONNEL				
	Outside consultants			0
	Clerical			0
	Travel coordinators			0
	Registration personnel			0
	Security guards			0
	Drivers			0
	Photographers			0
	A/V technicians			0
	Other			0
	Sub-Total			0
MISCELLANEOUS				
	Taxes			0
	Insurance			0
	Communications			0
	Other			0
	Sub-Total			0
	TOTAL			0
COMMENTS				