

**conference
toolbox**

| Expenditure | expected | actual |
|---------------------------------|-----------------|---------------|
| 1. Rent | | |
| Plenary room | | |
| Group meeting rooms | | |
| Storage facility | | |
| Back office / office | | |
| Assembly and dismantling days | | |
| Total Rent | | |
| 2. Catering | | |
| Meeting package rate | | |
| Coffee break | | |
| Beverages | | |
| Lunch | | |
| Dinner | | |
| Staff catering | | |
| Other catering | | |
| Total Catering | | |
| 3. Decoration | | |
| Flowers | | |
| Chair covers | | |
| Candles | | |
| Printed material | | |
| Hired furnishings (e.g. lounge) | | |
| Total Decoration | | |
| 4. Advertising | | |
| Printed items | | |
| - Invitations | | |
| - Press kits | | |
| - Programmes | | |
| - Name badges | | |
| - Notepads | | |
| - Writing utensils | | |
| Image rights | | |
| Translations | | |
| Copywriting / graphic design | | |
| Total Advertising | | |



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| Expenditure | expected | actual |
|-----------------------------|-----------------|---------------|
| 5. Speakers | | |
| Speakers'/performers' fees | | |
| Speakers' catering | | |
| Overnight stay | | |
| Speakers' gifts | | |
| Total Speakers | | |
| 6. Technology | | |
| Stage | | |
| Screen | | |
| Projector | | |
| Lighting | | |
| Audio | | |
| Participant management tool | | |
| Technician | | |
| Camera operator | | |
| Total Technology | | |
| 7. Staff | | |
| Security staff | | |
| Own employees | | |
| Hostesses | | |
| Cloakroom attendants | | |
| Photographer | | |
| Director | | |
| Interpreter | | |
| Paramedic | | |
| Parking attendants | | |
| Total Staff | | |
| 8. Miscellaneous | | |
| Transportation | | |
| Postage costs | | |
| Giveaways | | |
| Travel costs | | |
| Parking fees | | |
| Electricity | | |
| Water | | |
| Waste disposal | | |
| Total Miscellaneous | | |



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Expenditure overview

| | | | |
|----|--------------------------|--|--|
| 1. | Rent | | |
| 2. | Catering | | |
| 3. | Decoration | | |
| 4. | Advertising | | |
| 5. | Speakers | | |
| 6. | Technology | | |
| 7. | Staff | | |
| 8. | Miscellaneous | | |
| | Total Expenditure | | |

Revenue

| | | |
|----------------------|--|--|
| Admission | | |
| Advertising | | |
| Sale of merchandise | | |
| Sponsoring | | |
| Total Revenue | | |

| | | |
|-------------------|--|--|
| Total Expenditure | | |
| Total Revenue | | |
| Difference | | |

Clarifying and researching all these items is complex and time-consuming.
The Conference Toolbox partners are happy to advise and assist you.
Benefit from our partners' expertise.