

Cost and Income Samples for Conference

Venue Costs

Venue: \$0-\$6000+/day for facility rental

Other: \$0-\$1000+/day Other: set-up fees, A/V supplies, liability insurance

Sample totals:

	conf ctr	school	church
venue	\$6,000	\$2,500	\$1,000
other	\$1,000	\$500	\$500
per day	\$7,000	\$3,000	\$1,500

Hotel conference center rental fees may be waived if target # of room nights purchased by attendees

Food & Beverage Costs

Snacks: \$0-\$1000+/day

Meals: \$0-\$50+/meal Meals: donated items, bulk purchase, catered

Providing meals, or even snacks, isn't required; and some venue don't allow food

in such cases, can attendees purchase something nearby? Where could they eat a "brown bag" lunch?

Meals may be included as part of reg fee or may be separately charged as an optional item

Meals may be by pre-order, and pre-pay if separate charge

in such cases, can attendees purchase something nearby? Is BYO meal okay?

Hotel food/bev: a minimum dollar amount of food/bev is usually required to procure hotel catering services (eg \$6000)

If attendees do not purchase that minimum, the difference will be owed to hotel

Generally, outside food can't be brought in (which is why snacks are set out in the hospitality suite)

Incoming funds

depends on fee & # paid attendees

	#Attendees	#Attendees
Reg fee	100	200
\$10	\$1,000	\$2,000
\$20	\$2,000	\$4,000
\$30	\$3,000	\$6,000
\$40	\$4,000	\$8,000

Fundraising Opportunities:

Based on anticipated attendance and projected costs, set reg fees above total needed to cover costs

Establish hotel contract that waives conference room rental fees with an attainable # of room nights at affordable prices; of course, opinions vary on what is attainable (60, 80 room nights?) and affordable (\$120/night? \$180/night?)

"Mark up" optional food items (as versus only charging the "at cost" amount)

Hold raffle of donated items

Pass basket specifically for donations to cover delegate travel costs

This was okayed by the Ad Hoc committee for distribution at the Dec 2 meeting for informational purposes only

Christine K and Leslie B co-committee chairs