# Conference Budget Estimates

As of 6.21.11

<table>
<thead>
<tr>
<th>Item</th>
<th>Meeting in 1500 Wing &amp; Catering in Exec Dining Room</th>
<th>Meeting in 1500 Wing &amp; Catering in 3rd Floor Lobby</th>
<th>Meeting &amp; Catering in Exec. Meeting Sp. (2333)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue - VMH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Furniture Removal</td>
<td>$0.00</td>
<td>$450.00</td>
<td>$750.00</td>
<td>Removal/return of partial furniture in Grand Atrium; all furniture in 2333</td>
</tr>
<tr>
<td>Facilities Charges</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Venue</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$450.00</strong></td>
<td><strong>$750.00</strong></td>
<td></td>
</tr>
<tr>
<td>Food and Beverage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast - Day 1</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>Based on 70ppl @ $15pp</td>
</tr>
<tr>
<td>AM Break - Day 1</td>
<td>$455.00</td>
<td>$455.00</td>
<td>$455.00</td>
<td>Based on 70ppl @ $6.50pp</td>
</tr>
<tr>
<td>Lunch - Day 1</td>
<td>$1,750.00</td>
<td>$1,750.00</td>
<td>$1,750.00</td>
<td>Based on 70ppl @ $25pp</td>
</tr>
<tr>
<td>PM Break - Day 1</td>
<td>$455.00</td>
<td>$455.00</td>
<td>$455.00</td>
<td>Based on 70ppl @ $6.50pp</td>
</tr>
<tr>
<td>Dinner - Day 1</td>
<td>$2,800.00</td>
<td>$2,800.00</td>
<td>$2,800.00</td>
<td>Based on 70ppl @ $40pp</td>
</tr>
<tr>
<td>Alcohol with Dinner - Day 1</td>
<td>$810.00</td>
<td>$810.00</td>
<td>$810.00</td>
<td>Based on 2 drinks per person ++</td>
</tr>
<tr>
<td>Labor/Delivery - Day 1</td>
<td>$1,700.00</td>
<td>$1,700.00</td>
<td>$1,700.00</td>
<td>Based on all day service</td>
</tr>
<tr>
<td>Breakfast - Day 2</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>Based on 70ppl @ $15pp</td>
</tr>
<tr>
<td>AM Break - Day 2</td>
<td>$455.00</td>
<td>$455.00</td>
<td>$455.00</td>
<td>Based on 70ppl @ $6.50pp</td>
</tr>
<tr>
<td>Lunch - Day 2</td>
<td>$1,750.00</td>
<td>$1,750.00</td>
<td>$1,750.00</td>
<td>Based on 70ppl @ $25pp</td>
</tr>
<tr>
<td>PM Break - Day 2</td>
<td>$455.00</td>
<td>$455.00</td>
<td>$455.00</td>
<td>Based on 70ppl @ $6.50pp</td>
</tr>
<tr>
<td>Labor/Delivery - Day 2</td>
<td>$1,300.00</td>
<td>$1,300.00</td>
<td>$1,300.00</td>
<td>Based on all day service</td>
</tr>
<tr>
<td><strong>Total F&amp;B</strong></td>
<td><strong>$14,030.00</strong></td>
<td><strong>$14,030.00</strong></td>
<td><strong>$14,030.00</strong></td>
<td></td>
</tr>
<tr>
<td>Equipment/Major Rentals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables/Chairs</td>
<td>$650.00</td>
<td>$1,250.00</td>
<td>$1,500.00</td>
<td>Exec Dining: Linens only and Buffet Tables</td>
</tr>
<tr>
<td>3rd Floor: All tables/chairs and linens for meals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2333: All tables/chairs and linens for meals &amp; chairs for meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linens - Day 2</td>
<td>$600.00</td>
<td>$600.00</td>
<td>$600.00</td>
<td>Day 1 Included in Tables/Chairs</td>
</tr>
<tr>
<td>Smith IT</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$250.00</td>
<td>Use of room computer/projector/screen and tech for the day</td>
</tr>
<tr>
<td>Signage</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>Custom banner from Univ Sign Shop</td>
</tr>
<tr>
<td><strong>Total Rentals</strong></td>
<td><strong>$1,700.00</strong></td>
<td><strong>$2,300.00</strong></td>
<td><strong>$2,550.00</strong></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Meeting in 1500 Wing &amp; Catering in Exec Dining Room</td>
<td>Meeting in 1500 Wing &amp; Catering in 3rd Floor Lobby</td>
<td>Meeting &amp; Catering in Exec. Meeting Sp. (2333)</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Other Marketing/Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programs</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>Copies for folders printed in copy center</td>
</tr>
<tr>
<td>Gifts/Premiums</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts - Speakers</td>
<td>$154.50</td>
<td>$154.50</td>
<td>$154.50</td>
<td>3 Keynote gifts at $50ea with bags</td>
</tr>
<tr>
<td>Photography/Videography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photographer</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>Approx 8 hours of photography</td>
</tr>
<tr>
<td>Videographer</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>Approx 8 hours of videography</td>
</tr>
<tr>
<td>Total Photography/Videography</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td>Travel/Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$750.00</td>
<td>Based on 25 parking codes @ $15/day for 2 days</td>
</tr>
<tr>
<td>Miscellaneous Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>Namebages and holders</td>
</tr>
<tr>
<td>Cvent Credit Card Processing Fees</td>
<td>$525.00</td>
<td>$525.00</td>
<td>$525.00</td>
<td>Approx 3% per transaction - Estimated for 70ppl at $250 ea</td>
</tr>
<tr>
<td>Total Miscellaneous</td>
<td>$600.00</td>
<td>$600.00</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td>Event Total</td>
<td>$19,384.50</td>
<td>$20,434.50</td>
<td>$20,984.50</td>
<td></td>
</tr>
</tbody>
</table>