## Regional CONFERENCE Budget (YEAR \_\_2011\_\_\_

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Region	1 1 2

1. Namebadge and holder (.33 if purchased from Exec. Office)       \$         2. Meal or reception #1 (describe) RECEPTION FOOD/Entertain/Rental       \$         3. Meal #2 (describe) breakfast       \$         4. Meal #3 (describe) breakfast       \$         5. Meal #3 (describe) breakfast       \$         6. Break(s) (Sponsored)       \$         7. Folders/Bags/Portfolios - BINDERS, BAGS (Sponsored)       \$         8. Handouts at conference       \$         9. Session evaluations (approx 12 per person x 5 cents = 60 cents)       \$         10. Bank Charges for Credit Cards averages out to \$3 per person       \$         11. Other       \$         Step 3: Calculate FIXED Costs (Costs incurred regardless of how many people attend – es         Conference Committee Expenses       Total         Teleconferences         Conference Committee Expenses       Total         Teleconferences         Conference Committee Appreciation Dinner       Transportation. Lodging, Meals for face to face meeting(only with approval of Region Chair) ?         Small tokens of appreciation (Sponsored)       Other	erson>> 0.33 45.00 17.00 30.00 17.00 0.60 3.00 timate high) Comitt.> Publicity> Rentals>	) ) )	
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Audio-visual Rental Facility/Meeting room Rental - Check hotel contract. Other:	Rentals>	\$	1,200.00
Facility/Meeting room Rental - Check hotel contract. Other:			
Other:			
Other:			
Entertainments			
Entertainment: Total	Entertain>	\$	-
Band/Tour			
Other			
	Supplies>	\$	-
Signs		Ŧ	
Office Supplies			
Other			
	o Registr>	\$	-
Board of Directors Rep & Executive Office Rep	<b>U</b>		
Regional Conference Chair(s)			
Keynote speaker			
No other individuals qualify for complimentary registration			
	Other >	\$	300.00
Small tokens of appreciation			
BEST of REGION AWARD			
Pre-Conference Workshops(AV)			300
Conference Steering Committee dinner			500
Other			
These are the TOTAL Fixed Costs		\$	1,500.00
Step 4: This is the cost for early member rate (Per person + share of fixed costs)			
f you had this number of people attend your early member rate could be	200	0\$	117.93
f you had this number of people attend, your early member rate could be:	300		117.93
If you had this number of people attend, your early member rate could be:	250		

The Excutive Office will Calculate late fees and non-member fees. Grad Student/Retiree fees will be based or Per person costs above