

Regional CONFERENCE Budget (YEAR 2011)

Region IV

Official budget of the National Academic Advising Association - Aug 2004

Step 1: Estimated attendees - estimate LOW			<Attendees
Step 2: Calculate Per Person Costs for meals and materials		<i>Per person>></i>	\$ 112.93
1. Namebadge and holder (.33 if purchased from Exec. Office)	\$	0.33	
2. Meal or reception #1 (describe) <i>RECEPTION FOOD/Entertain/Rental</i>	\$	45.00	
3. Meal #2 (describe) breakfast	\$	17.00	
4. Meal #3 (describe) lunch	\$	30.00	
5. Meal #3 (describe) breakfast	\$	17.00	
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)	\$	0.60	
10. Bank Charges for Credit Cards averages out to \$3 per person	\$	3.00	
11. Other			
Step 3: Calculate FIXED Costs (Costs incurred regardless of how many people attend – estimate high)			
Conference Committee Expenses	Total Comitt.>	\$	-
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 _____			
Keynote Speaker		\$	-
Honoraria (cannot exceed \$500)			0
Lodging/Airfare/mileage/meals			0
Publicity	Total Publicity>	\$	-
Promotional items or flyers to hand out at national conference			
Other _____			
Rentals:	Total Rentals>	\$	1,200.00
Audio-visual Rental			
Facility/Meeting room Rental - Check hotel contract.			
Other: _____			
Entertainment:	Total Entertain>	\$	-
Band/Tour			
Other _____			
Supplies:	Total Supplies>	\$	-
Signs			
Office Supplies			
Other _____			
Complimentary Registrations	Comp Registr>	\$	-
Board of Directors Rep & Executive Office Rep			
Regional Conference Chair(s)			
Keynote speaker			
<i>No other individuals qualify for complimentary registration.....</i>			
Other Costs:	Total Other >	\$	300.00
Small tokens of appreciation			
BEST of REGION AWARD			
Pre-Conference Workshops(AV)			300
Conference Steering Committee dinner			
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)			

If 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 \$	118.93
If you had this number of people attend, your early member rate could be:	200 \$	120.43

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