

Regional CONFERENCE Budget (YEAR _____)

Region _____

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 **Per person>>** **\$ 3.93**

1. Namebadge and holder (.33 if purchased from Exec. Office)	\$ 0.33
2. Meal or reception #1 (describe) <i>RECEPTION FOOD/Entertain/Rental</i>	
3. Meal #2 (describe)	
4. Meal #3 (describe)	
5. Meal #3 (describe)	
6. Break(s)	
7. Folders/Bags/Portfolios - BINDERS, BAGS	
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	
Other _____	

Keynote Speaker **\$ -**

Honoraria (cannot exceed \$500)	
Lodging/Airfare/mileage/meals	

Publicity **Total Publicity>** **\$ -**

Promotional items or flyers to hand out at national conference	
Other _____	

Rentals: **Total Rentals>** **\$ -**

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 >** **\$ -**

Small tokens of appreciation	
BEST of REGION AWARD	
Pre-Conference Workshops	
Conference Steering Committee dinner	
Other _____	

These are the TOTAL Fixed Costs **\$ -**

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:	150 \$	3.93
If you had this number of people attend, your early member rate could be:	200 \$	3.93

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