

IIJIS Summit Planning Committee

<b>IIJIS SUMMIT PLANNING COMMITTEE BUDGET (Draft)</b>			
<b>ITEM</b>	<b>QUANTITY</b>	<b>PRICE</b>	<b>NOTES</b>
<b>HOTEL EXPENDITURES</b>			
Hotel Room Rental (General Session/Dining Rms)		\$7,500.00	Price based on a guest room pick up of 39 or less rooms. The room rental cost can be reduced based on guest room pick up and F & B guarantee. Room rental would drop to \$6,750.00 with a lunch guarantee or 90% (270).
Catering		\$9,150.00	Number based on 300 participants
Service Charge (Catering)	20% of Catering Charge	\$1,830.00	
Boxed Lunch for Exhibitors	25 @ \$15.00	\$375.00	Number based on 25 Exhibitors
Audio / Visual Package--for General Session Room	\$875.00-package	\$875.00	LCD Data/Video Projection Package includes (superbright XGA), LCD Data / Video Projector, 26" Skirted Cart, 6', 7', or 8' Projection Screen, Necessary Extension Cords, On-Site Technical Support.
Service Charge for Audio / Visual (Visual Equipment)	20% of Audio / Visual Rental	\$175.00	
Wireless Microphones (4)-General Session Rm	3 @ 165.00	\$495.00	The 1st Microphone is complementary.

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<b>HOTEL EXPENDITURES</b>			
Audio / Visual Package--for Dining Room	\$875.00-package	\$875.00	LCD Data/Video Projection Package includes (superbright XGA), LCD Data / Video Projector, 26" Skirted Cart, 6', 7', or 8' Projection Screen, Necessary Extension Cords, On-Site Technical Support.
Service Charge for Audio / Visual (Visual Equipment)	20% of Audio / Visual Rental	\$175.00	
Wireless Microphones (2)-Dining Rm	2 @ 165.00	\$330.00	The 1st Microphone is complementary.
Mixing Consoles	2 @ 44.00	\$88.00	Mixer necessary when using more than one microphone in a room. Have billed in two (General Session / Dining Room)
Technical Person	\$55 / hr for 10hrs	\$550.00	
<b>SUBTOTAL</b>		<b>\$22,418.00</b>	

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<b>PUBLICITY AND PROMOTION</b>			
Save the Date' Cards--Printing	est.	\$500.00	Number based on the printing of 1000 cards.
Save the Date' Cards--Mailing	est.	\$60.00	Estimate. Number based on the mailing of 1000 cards.
Follow-Up Letter--Postage	1000 @ \$0.37	\$370.00	Estimate. Number based on the mailing of 1000 letters.
Summit Booklets		\$700.00	Estimate.
IIJIS Banner		\$100.00	Estimate
IIJIS Souvenirs		\$450.00	Estimate.

**SUBTOTAL** **\$2,180.00**

**GRAND TOTAL** **\$24,598.00** **Est. budget for IIJIS Summit**