

Sample Budget

ICMA Regional Conference sample budget			
			CANDIDATES
Accommodation	per person/day	Total days	Total delegates
Accommodation /night			
Meals & refreshments /day			
Conference Facilities			
Evening Snacks			
Day visitors meals			
Meals & refreshments departure day			
TOTAL			
Conference Facilities	per day	Total days	Total
Venue hire			
Equipment			
Additional rooms			
TOTAL			
Opening Ceremony	per person	Total	
Venue hire	N/A		
Transport			
Refreshments			
TOTAL			
Closing Ceremony	per person	Total	
Venue hire	N/A		
Transport			
Refreshments			
TOTAL			
Transport from Airport	Person/journey	Cost arr / dep	Total delegates / guests
Transport to and from airport			
TOTAL			
Secretarial			Total
Phone/Fax/Printing/Secretarial			
TOTAL			
Excursions / social	Per person	Total excursions	Total delegates
Excursion			

Sample Budget

Excursion			
TOTAL			
Flights (ICMA members)	Airfare	Total passengers	Total fare
From / To			
TOTAL			
TOTAL ESTIMATED EXPENDITURE			
Participation fee payable by ICMA members	per person		Total delegates
Each delegate from the Region * pays			