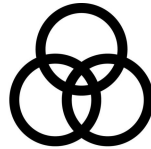


MINISTRY EVENT PLANNING MANUAL



One In Christ

Mount Zion Baptist Church
of Greensboro, Inc.

Bishop George W. Brooks
Senior Pastor

TABLE OF CONTENTS

Introduction	2
Event Overview.....	2
Key Things to Remember.....	3
Volunteer Recruitment Process.....	4
Responsibilities for Individual Committee Members	
Chair	6
Accommodations/Transportation.....	7
Accounting.....	7
Administrative.....	8
Communication	8
Facilities.....	8
Hospitality.....	9
Legal.....	9
Logistics	10
Media	10
Music	11
Parking.....	11
Product Sales	11
Publicity.....	12
Recreation	12
Registration.....	13
Security	13
Special Event.....	14
Volunteer Coordinator	14
Workshop/Session.....	15
Appendix	
1 Sample Budget	
1.1 Expenses.....	16
1.2 Income	17
1.3 Profit/Loss.....	18
2 Offsite Venue Checklist	19
3 Offsite Venue Options.....	20
4 Sample Event Checklist.....	21
5 Sample Major Event Timeline.....	23
6 FAQ's Sample.....	25
7 Needs/MTZBC Form Type.....	26
Facilities Guidelines	27
Media Guidelines.....	29
Facilities/Media/Food Request Form	32
Event Publicity Guidelines.....	34
Event Publicity Form.....	35
Copy Request Form	36
8 Sample Vouchers	
8.1 Vendor	37
8.2 Linen & Food	38
8.3 Retail.....	39
9 Evaluation Samples	
9.1 Facilitator Evaluation	40
9.2 Vendor Evaluation.....	41
9.3 Attendee Evaluation	42
10 Organization Information	
10.1 Operations Organizational Structure.....	43
10.2 Role Clarification	43
10.3 Ministry Driven Flowchart.....	44
10.4 Ministry Driven Flowchart – Example.....	45

INTRODUCTION

The following pages are designed to assist in the advanced planning and smooth execution of all types of events, no matter the size or scope. This manual contains initial planning questions, committee types and responsibilities, budget information as well as frequently used request forms with relevant samples. Please note that this manual should be used as a guide. Depending on the event, it may be necessary to omit or combine committee areas. Some information contained in the manual may not be applicable for all planned events.

EVENT OVERVIEW

The following series of questions are designed to encourage “forward thinking” in the planning of an event. It is important to carefully think through the responses. These responses will assist in the execution of the event, determine future actions and greatly affect the event’s success. **If there are numerous “unknowns”, during the initial planning stages of an event, it should be postponed until the vision for the event is established.**

What are the purposes, goals and objectives?

Who is the audience?

How many attendees? Is there a minimum? A maximum?

What is the attendance cutoff date? (Date you compare the current attendance with your previously noted minimum attendance. If greatly lower, event may need to be cancelled.) **NOTE: This date must be at least two weeks prior to the date.**

When will the event take place?

What is the budget?

Where will the event take place? If offsite, select prospective venues and submit dates/requirements.

Will there be a rain date, if outside?

What will the event consist of or look like? (i.e. room setup: classroom)

How long is the event?

What is the event schedule? (Lecture sessions, social events, and exhibits-description of each.)

What equipment is needed? (Technical, Music, etc.)

What are the dates that are unfeasible?

Will food be served? Who is preparing the food? What will be served (menus)?

Who is the speaker(s)?

What are the added entertainments? (Games, leisure activities)

KEY THINGS TO REMEMBER

PLANNING

- All forms concerning your event must be submitted to the appropriate E Team Leader **not** another Mount Zion staff member.
- Ministry members are not permitted to enter into a contract with any vendor on behalf of Mount Zion.
- Before recruiting volunteers, consider the need and time frame.
- Ministry members may recommend musicians, facilitators, etc. However, these recommendations must be submitted to the appropriate E Team Leader for approval.
- Although other committee areas listed in this manual may not be necessary, every event must have a Chair in order to occur.
- Correspondence letters going out on behalf of Mount Zion must be submitted to the appropriate Ministry Team Leader or Ministry Resource Directory for two reasons: approval and placement on church letterhead.
- Reimbursements must be approved prior to the purchase being made.

BUDGETING

- Get a grasp of what the event will entail (ex. Banquet, talent show)
- List all of your needs including the smallest details (car rental for speaker, napkins, decorations, linen, paper for flyers)
- Price vendors you think you may use for an event (caterer, promotional items) so you will make a more realistic budget
- Factor in additional expenses when guest speakers are involved (ex. honorarium, hotel, car rental and airfare)
- Allot the dollars in this budget according to when you will need to spend it. (ex. you know about a deposit date in advance, include that amount in the specific month it will need to be paid out)
- For all events requiring registration fees, there must be *significant* registration dollars (80% or more of the expected income) previously collected in your account before the event can occur, unless arrangements have been made beforehand.
- Checks are cut and vouchers are reviewed every Wednesday. All vouchers must be turned in on or before Wednesday two weeks prior to the week the item is actually needed.

Example: Using the chart below, if item is needed in-hand on the 24th then the latest you may submit a voucher is the 8th.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

TIMELINE

- Remember to include holidays/church closings in your timeline. DON'T forget your cutoff date. (Date you compare the current attendance with your previously noted minimum attendance. If greatly lower, event may need to be cancelled.) **NOTE: This date must be at least two weeks prior to the event date.**
- Easiest way to create a timeline is to list everything that needs to be done and assign a reasonable deadline.
 - Minor events: (Super Stewardship Saturday, VOP Ceremony, Super Bowl Party)
MINIMUM - 3-4 months in advance
 - Major events: (Lifeline, SummerQuake, Dollars & Sense)
MINIMUM – 10 months in advance

VOLUNTEER RECRUITMENT PROCESS

Volunteers are vital to the execution and success of every event. Therefore, an assessment of the number of volunteers needed and when they are needed must be determined in the early planning stages. To do this, follow the steps below:

- STEP 1 - Determine the areas needed to plan and execute the event. Refer to the list of committee areas (pages 5-14). Keep in mind the possibility that all areas listed may not be applicable.
- STEP 2 - Take this list of areas and group them under four categories: Planning, Setup, Execution (During) and Breakdown. Note some of the area(s) may be listed under multiple or all categories.
- STEP 3 - Establish volunteer count using this more detailed list in relation to the size of the event. (Consider the size of space, expected attendance and the event's duration time.). It is important to include at least one or two extras in each area to serve as floaters and break relievers.
- STEP 4 - Solicit volunteers within the ministry and throughout the church if necessary. Be ready to explain who, what, when, where and how to those interested in volunteering. Have descriptions and maximum number needed for each area where assistance is needed. In addition, provide formal meeting date and time information so those interested can plan to attend.
- STEP 5 - Conduct a formal meeting with all volunteers and area lead persons so that instructions may be shared and any questions may be asked.

Sample Volunteer Recruitment Process

Event Name: Fellowship Breakfast
Location: Chapel
Expected Attendance: 150 people
Cost: \$10 per person (no money taken at the door)
Description: National Speaker and buffet style breakfast

STEP 1

Chair
Accommodations/Transportation
Accounting
Administrative
Communication
Facilities
Hospitality
Legal
Logistics
Media
Publicity
Registration

STEP 2

Planning

Chair
Accommodations/Transportation
Accounting
Administrative
Communication
Facilities
Hospitality
Legal
Logistics
Media
Publicity
Registration

Setup

Chair
Facilities
Hospitality
Logistics
Media
Registration

Execution (During)

Chair
Accommodations/Transportation
Facilities
Hospitality
Logistics
Media
Registration

Breakdown

Chair
Accommodations/Transportation
Facilities
Hospitality
Media
Registration

STEP 3

Chair (1)
Accommodations/Transportation (2)
Accounting (1)
Administrative (1)
Communication (1)
Facilities (2)
Hospitality (6) (*excludes those needed to prepare food*)
Legal (1)
Logistics (1)
Media (1)
Publicity (2)
Registration (8)

Total volunteers needed: 27

STEP 4 & 5

Use the committee area descriptions within this manual to explain the details and responsibilities to interested volunteers. If possible, have volunteer meeting date(s) confirmed so that you may announce them when persons are signing up.

Key information to provide to prospective volunteers

- Area description/responsibilities (maximum count)
- Date of event
- Formal volunteer meeting (date, time and location)

CHAIR

Planning

Select and appoint committee members

Schedule and conduct regular committee meetings

Submit Facility Request form for committee meetings to the Facilities Coordinator

Reserve space needed for event (if major – additional days prior may be necessary)

Construct general timeline to include major deadlines

Communicate decision-making protocol (clear instructions and parameters)

Update your E Team Leader on all major decisions or changes

*Assume authority during event if Event Coordinator is absent

Obtain policies and deadlines from all committee chairs, then relay information to Publicity as needed for promo mediums (ex. cancellation policies, registration deadline)

Know all general information about conference in order to answer FAQ's

Follow up with all committee members

Ensure that planning is in line with overall purpose of event

Submit any changes to Communication

Budget

Determine if contract work is required

Establish fee based on expected attendance and expenses

Submit all vouchers and request forms based on budget to E Team Leader

Submittal

Create and submit Event Overview to include debrief notes, evaluations and final budget report

(An established debrief date should not be an afterthought, yet it should be built into the timeline of the overall event. Event evaluations should be discussed at this time.)

ACCOMMODATIONS/TRANSPORTATION – Ministry Resource Director/Purchasing Coordinator oversee this process

Process

Secure airline sponsor

Secure and negotiate pricing of hotel sponsor

Keep in mind: Co-ed accommodations, communal space/bathrooms, off-site parking, and room type

Supply contact and pricing information for airline and hotel to Publicity

Secure Ground transportation, room and flight accommodations for guests

Obtain travel preference information from Legal (window/aisle seat, airline, first class/coach,)

Obtain special requests from Workshop/Session (technical, food, etc.)

Create itinerary based on information provided by Workshop/Session

Secure a driver(s)

Develop a list of appreciation gift options (if necessary) and give to Ministry Leader

Solicit volunteer needs through Volunteer Coordinator

Submittal

Submit list of needs to Ministry Leader

Submit any changes to Communication

Submit itinerary to Workshop/Session and driver(s)

Develop and submit any area-relevant guidelines to Ministry Leader

General

Create debrief notes based on respective area and submit at last committee meeting

Know all general information about conference to answer FAQ's

ACCOUNTING – E Team Leader / Ministry Resource Director oversee this process

Process

Work closely with Registration

Determine most efficient process of accepting registration fee

Confirm online registration payments and relay to Registration (if necessary)

Obtain deadline from Registration (if it exists)

Solicit volunteer needs through Volunteer Coordinator

Submittal

Submit any changes to Communication

Develop and submit any area-relevant guidelines to Ministry Leader

General

Create debrief notes based on respective area and submit at last committee meeting

Know all general information about conference to answer FAQ's

ADMINISTRATIVE

Process

- Take minutes during meetings and distribute to all involved persons
- Provide support to Committee chairs (copying, mailing, and calling)
 - Draft letters as needed (must be approved by Ministry Resource Director)
 - Create mailing lists
 - Create evaluation forms
- Assist in preparing and sending out thank you letters
- Solicit volunteer needs through Volunteer Coordinator

Submittal

- Submit list of needs to Ministry Leader
- Submit any changes to Communication
- Develop and submit any area-relevant guidelines to Ministry Leader

General

- Create debrief notes based on respective area and submit at last committee meeting
- Know all general information about conference to answer FAQ's

COMMUNICATION

Internal

- Issue committee meeting reminders
- Ensure that all confirmed information is relayed to Front Desk (handled by your Ministry Resource Director)
- Update committee chairs on pertinent changes that will affect their respective areas
- Determine method in which committee chairs will communicate during event (command station, walkie-talkies, etc.)

Submittals

- Submit list of needs to Ministry Leader
- Develop and submit any area-relevant guidelines to Ministry Leader

General

- Create debrief notes based on respective area and submit at last committee meeting
- Know all general information about conference to answer FAQ's
- Solicit volunteer needs to Volunteer Coordinator

FACILITIES - Ministry Leader and Facilities Coordinator oversees this process

Planning

- Work closely with Logistics
 - Utilize room assignment chart to assist in room set up
 - Confirm set up days prior to event to obtain any last minute changes
 - Confirm "lock down" procedures with Logistics - if necessary (Secure areas not being used.)
- Unlock all entrances and rooms needed to conduct event - coordinate through Logistics
- Coordinate breakdown and cleanup
- Solicit volunteer needs through Volunteer Committee

Submittal

- Submit any changes to Communication
- Develop and submit any area-relevant guidelines to Ministry Leader

General

- Create debrief notes based on respective area and submit at last committee meeting
- Know all general information about conference to answer FAQ's

HOSPITALITY

Planning

Select menu(s)

Determine eating location (Consult Ministry Resource Director on space availability and budget constraints)

If working with an outside caterer

 Research options, compare quotes, and negotiate (Handled by Ministry Resource Director)

 Select vendor (Handled by E Team Leader/Ministry Resource Director)

 Schedule tours and determine needs (Handled by E Team Leader/Ministry Resource Director)

Ensure food accommodates headcount

Determine time and display setup for all refreshments/meals being served to all persons at event (volunteers, facilitators/speakers, attendees)

Determine breakdown times for all refreshments/meals

Solicit volunteer needs through Volunteer Coordinator

Process

Greet those who arrive

Provide water for facilitators and keynote speakers

Submittal

Submit list of needs including serving utensils, linen, decorations, etc. to Chair

Submit any changes to Communication

Develop and submit any area-relevant guidelines to Chair

General

Know all general information about conference to answer FAQ's

Create debrief notes based on respective area and submit at last committee meeting

LEGAL – Ministry Resource Director and Accounting Manager oversee this process

Process

Review all contracts and sign (handled by Accounting Manager)

 Communicate all requirements as stated in contract to respective person(s)

Draft any legal documents needed (confidentiality waiver, etc.) (handled by Dir. of Business Affairs)

Determine and secure, if necessary, insurance coverage (handled by Dir. of Business Affairs)

Submittal

Submit any changes to Communication

Develop and submit any area-relevant guidelines to Ministry Leader

General

Create debrief notes based on respective area and submit at last committee meeting

Know all general information about conference to answer FAQ's

LOGISTICS

Planning

Create room assignment chart complete with technical needs, time, location, workshop title and facilitator (consult with Registration for headcount)

Consult with Facilities to ensure ample setup time

Work with Facilities to “lock down” areas - if necessary (Secure areas not being used.)

Process

Ensure all areas are set up for event based on submitted facility forms

Establish monitoring procedure for entire event area(s)

 Monitor classrooms and setup as needed

 Maintain a realistic level of silence in hallways

Work with Publicity to make sure that directional signs are posted

Ensure doors are unlocked (main entrances, specific room(s))

Solicit volunteer needs through Volunteer Coordinator

Submittal

Collect and submit all technical and facility requests

Submit list of needs to Chair

Submit any changes to Communication

Develop and submit any area-relevant guidelines to Chair

General

Create debrief notes based on respective area and submit at last committee meeting

Know all general information about conference to answer FAQ's

MEDIA

(Ministry volunteer must work with Ministry Resource Director and Media Manager)

Process

Ensure all rooms are equipped with all requested technical information

Determine if sessions will be recorded

Record sessions based on capability for selling in the future

 Prepare for sale of product (if necessary)

 Reserve table for product sales with Facilities

Coordinate all requests with Facilities

Submittals

Submit list of needs to Chair

Submit any changes to Communication

Develop and submit any area-relevant guidelines to Chair

General

Create debrief notes based on respective area and submit at last committee meeting

Know all general information about conference to answer FAQ's

MUSIC

(Ministry volunteer must work with Ministry Resource Director and Music and Arts Manager)

Process

Obtain musical needs (time, location, etc.)
Inform musicians of need (pre-approved by Music and Arts Manager)
Ensure musicians are in place
Coordinate with legal to negotiate contract (handled by Ministry Resource Director)

Submittal

Submit list of needs to Chair
Submit any changes to Communication
Develop and submit any area-relevant guidelines to Chair

General

Create debrief notes based on respective area and submit at last committee meeting
Know all general information about conference to answer FAQ's

PARKING

Process

Establish an efficient system for attendees to park and enter event

Submittal

Submit list of needs to Ministry Leader
Submit any changes to Communication
Develop and submit any area-relevant guidelines to E Team Leader

General

Create debrief notes based on respective area and submit at last committee meeting
Know all general information about conference to answer FAQ's

PRODUCT SALES

(Ministry volunteer must work with Ministry Leader)

Process

Coordinate shipping of materials
 If we order items - Obtain product list and work with the Purchasing Coordinator to have it in stock the day of the event
 If they bring items - Coordinate the shipping of materials by guest
Ensure that sales are conducted as requested by guest
Work sales table
 Assist in setting up display of product
 Work through Workshop/Sessions to insure guests will supply petty cash and any payment equipment necessary (credit card machine, etc.)
Solicit volunteer needs to Volunteer Coordinator

Submittal

Submit any changes to Communication
Develop and submit any area-relevant guidelines to Ministry Leader

General

Create debrief notes based on respective area and submit at last committee meeting
Know all general information about conference to answer FAQ's

PUBLICITY

Concepting/Planning

Develop theme and/or tagline

Develop and execute promotional strategy

Consult Director of Marketing -Utilize media list - press releases, radio/TV spots, interviews, website, etc.)

Select promo items

Incorporate signs/maps in information packet/booklet

Solicit volunteer needs through Volunteer Coordinator

Production

Prepare master schedule of all printing items, deadlines, vendors, quantity, etc.

Obtain any relevant sponsor logos to include in promo materials

Prepare brochures, flyers, banners and general information displays (includes gathering copy information, design and production – Be sure that the “church” is the one to enter into contract with Vendor(s))

Information to include date, time, dress code, directions, schedule, FAQ’s, Contact names, facility map, attendee expectation (what they should bring—business cards—if necessary)

Submittals

Submit any changes to Communication

Develop and submit any area-relevant guidelines to Ministry Leader

General

Ensure staff and other support teams are informed of all event information through Communication

Know all general information about conference to answer FAQ’s

Create debrief notes based on respective area and submit at last committee meeting

RECREATION

Planning

Determine downtime activities

Secure location through Facilities Coordinator

Solicit volunteer needs to Volunteer Coordinator

Submittal

Submit list of needs to Ministry Leader

Submit any changes to Communication

Develop and submit any area-relevant guidelines to Ministry Leader

General

Create debrief notes based on respective area and submit at last committee meeting

Know all general information about conference to answer FAQ’s

REGISTRATION

Process

Reserve space for registering through Facilities Coordinator

Create, organize and distribute labels and name badges for volunteers, pre-registrants, facilitators, etc.

Pre-print registration badges through Administration

Develop efficient check-in system for all attendees including volunteers, facilitators and attendees.

Coordinate and execute a plan to accept registration (on-site/off-site registrations, etc.)

Determine if on-site registration will take place. If so, prepare spare badges and registration packets.

Research and select a vendor for online registration. (Notify your E Team Leader if this is needed).

Determine a method in which persons will register for classes/workshops

Prepare for all payment options (cash, check, etc.) /

Request receipt books(s) and petty cash through E Team Leader

Establish procedures and controls for session and event admittance (badges, wristbands, etc.)

Ensure all persons present have information packets (vendors, participants, attendees and volunteers)

At the close of registration, money should be counted, total head count calculated (confirm with Accounting frequently)

Solicit volunteer needs through Volunteer Coordinator

Packets

Prepare registration packets, which includes, obtaining item to “hold” information (binder, envelope, bag, etc.) as well as the contents (pens, notebook, shirt).

Determine if outside information will be included in packet. If so determine deadline for submittal.

Database

Maintain a record of all registrants to include full name, mailing address, phone number, email address.

Provide/update attendee count on regular basis through database

Follow up with sponsored attendees early to insure that they will be attending so that monies are used wisely

Submittals

Submit list of needs to Ministry Leader

Submit any changes to Communication

Develop and submit any relevant necessary guidelines to Ministry Leader

General

Create debrief notes based on respective area and submit at last committee meeting

Distribute and collect evaluation forms to registrants

Know all general information about conference to answer FAQ's

SECURITY

Process

Ensure event area is safe for attendees

Enforce established policies

Submittal

Submit list of needs to Ministry Leader

Submit any changes to Communication

Develop and submit any area-relevant guidelines to Ministry Leader

General

Create debrief notes based on respective area and submit at last committee meeting

Know all general information about conference to answer FAQ's

SPECIAL EVENT within an event (Ex. Banquet during a conference)

Process

Develop a mini committee utilizing the committee departments set forth for the event at large
Keep Chair and other committee chairs informed
Establish meeting time(s)

Submittal

Submit list of needs to Ministry Leader
Submit any changes to Communication
Develop and submit any area-relevant guidelines to Ministry Leader

General

Create debrief notes based on respective area and submit at last committee meeting
Know all general information about conference to answer FAQ's

VOLUNTEER COORDINATOR

Planning

Determine the number of volunteers that will be needed for each committee area
Assign responsibilities to volunteers (rotate or keep them stationary)
Determine and enforce dress code

Process

Recruit workers for each committee component
Set up training times for each area and conduct tours prior to event
Distribute and collect evaluation forms to volunteers

Submittal

Submit any changes to Communication
Submit list of needs to Ministry Leader
Develop and submit any area-relevant guidelines to Ministry Leader

General

Create debrief notes based on respective area and submit at last committee meeting
Know all general information about conference to answer FAQ's

WORKSHOP/SESSION

(Ministry volunteer must work with Ministry Leader)

Planning

Determine workshop topics. Work with Publicity to create descriptions, if necessary.

Develop facilitator guidelines (submission of presentation materials 3 days prior to event for copying)

All speakers must be approved by Bishop through the appropriate Ministry Resource Director

Determine waiting area for facilitators/speakers through Logistics (if necessary)

Solicit volunteer needs through Volunteer Committee

Process

Invite and confirm facilitators/speakers (Possibly contact bureau or research industry experts for suggestions)

Create spreadsheet complete with full name, address, workshop topic, phone and email

Obtain audio/visual needs from facilitators/speakers

Obtain bios and photos (if needed)

Maintain communications with facilitators/speakers to confirm date, times, topics and their needs

Collect copies (soft or hard) of every presentation for reference files

Ensure that classes/sessions start and end close to the time scheduled

Meet and escort facilitators/speakers to presentation location

Ensure through Volunteer Coordinator that each facilitator/speaker has access to a volunteer assistant

Distribute and collect evaluation forms to facilitators and speakers

Submittal

Submit list of needs to Ministry Leader

Submit any changes to Communication

Develop and submit any area-relevant guidelines to Ministry Leader (include recording sessions, presentation materials copied if submitted early)

General

Create debrief notes based on respective area and submit at last committee meeting

Know all general information about conference to answer FAQ's

2005 Dollars & Sense Conference Budget

Expenses

Last updated: 3/14/05

Cutoff Date: 2/11/05

	Estimated	Actual		Estimated	Actual
Total Expenses				\$0.00	\$0.00
Conference Speakers			Refreshments		
Farrah (Speaker)			Speakers/Facilitators - Refreshments		
Travel (Airfare)			Lunch Meal for Conf. Attendees-Fri.		
Hotel			water for exaltation		
Totals	\$0.00	\$0.00	Jersey's Mikes		
			WalMart		
			Sam's (Danish, muffins, water)		
			Offsite Dinner for Speaker		
Advertising/Promotion			Totals	\$0.00	\$0.00
Graphic Design					
Radio (1400 - The Light)			Banquet		
1 Entrance Sign (4' x 6')			Food/China/Linen		
10 Internal Classroom Sign (2" x 1 1/2")			Floral Arrangements/Decorations		
10 External Classroom Sign (7 3/4" x 8")			Appreciation Gifts		
1 Banner (6' x 3 1/2')			Musicians (4 @ \$15 for 1 hour ea.)		
2 Removable Signs (8" x 17")			Totals	\$0.00	\$0.00
Proofing – Signage					
Postage			Merchants' Expo		
Promotional Item			Tables (10 - 8ft long)/Tablecloths/skirts		
Totals	\$0.00	\$0.00	Decorations		
			Linen- plastic tablecloths/skirts		
Printing (Promo Materials)			Totals	\$0.00	\$0.00
25 Table Tents					
300 12-pg Registration Booklet			Miscellaneous		
500 Brochure (tri-fold)			Janitorial		
250 Posters (11" x 17")			Car Rental		
500 Fliers (4 1/4 x 5.5) printed w/ tickets			Audio Tech		
250 Banquet Tickets			Video Tech		
Batteries for Communicators			Registering website domain name		
Paper			Hosting space for website		
Pens, envelopes, card stock			Sponsorship Folders/Inserts		
Decorations			website-new page added		
Totals	\$0.00	\$0.00	Registration-wristbands		
			Books - Reallionaire		
			Cre8tive Images-promo editing		
			Disposable Camera/film development		
			Totals	\$0.00	\$0.00

2005 Dollars & Sense Conference Budget

Income

	Estimated	Actual
Total income	\$0.00	\$0.00

Registration

	Estimated	Actual		Estimated	Actual
			Banquet & Workshop	\$60.00	
			Workshop (Coupon)	\$30.00	
			Banquet	\$35.00	
			Workshop	\$35.00	
			Workshop	\$17.50	
			Sponsored Workshop	\$20.00	
			YoungPreneurs	\$20.00	
				\$0.00	\$0.00

Sponsorships

			@	\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

Marketing Expo Booth Rental

			Booths @	\$100.00	
				\$0.00	
				\$0.00	\$0.00

2005 Dollars & Sense Conference Budget

Profit - Loss Summary

	Estimated	Actual
Total income	\$0.00	\$0.00
Total expenses	\$0.00	\$0.00
Total profit (or loss)	\$0.00	\$0.00

