

Checklist Costs



Fixed costs

- Heating/cooling (gas/oil/at large halls/tents, etc.);
- Cleaning (before/during/after the event);
- Entertainment (payment of social and employer contributions/Buma Stemma buy out);
- VIPs (security/special transport/special dining facilities/gift/flowers);
- Speakers/chairman of the day (reimbursement/travel money/gift/flowers);
- Interpreting (travel and accommodation costs/cabins);
- Flower/green decoration (rent or buy/place/transport/on stage/on tables/on buffets/offer bouquets); Decorations (rented or one-off specially made);
- Signage (both inside and outside);
- Technical facilities (extra telephone, data and fax lines/regular and three-phase power/gas/water);
- Special attributes (sports equipment, market stalls, etc.);
- Special effects (laser/fireworks/smoke/snow, etc. including controls);
- AV resources (rental/transport/construction/assistance/dismantling);
- Photo/video productions (materials/reorders/travel costs/restorative facilities/personnel costs/screenplay production/actors/voices);
- Professional presenter/host (salary/preliminary meeting/rehearsal/travel costs/clothing costs);
- Hostesses (salary/preliminary meeting/training/travel costs/clothing costs/restorative facilities);
- Security (materials/personnel costs/restorative facilities);
- Medical facilities (first aid/ambulance/doctor);
- Website (building/hosting/design/text/payment module);
- Printing/postage (prez-press/press/handling);
- Secretarial costs (copying, etc.);

- Promotional costs (media activities, etc.);
- Insurance (materials/personal/insurance tax);
- Permits and gratuities (optional);
- Organizational costs external/internal (external: open or closed calculation/
internal: timesheets);
- Tax authorities (wage taxes/profit taxes/turnover tax).

Variable costs

- Restorative facilities (for guests and employees);
- Wardrobe and parking costs, if you make agreements based on the number of
people;
- Wardrobe (buy out/payment of personnel costs/p.p. price/payment by guests);
- Parking costs (buy out/payment of personnel costs/per-car price/payment by
guests);
- Overnight expenses; > (for guests and employees);
- Transport; > transport of persons/materials/luggage (material costs/
personnel costs/restorative care/permits);
- Furniture; > (rental/transport/placement/cleaning);
- Location, if prices vary according to the spaces you use;> rent permanent/
temporary location (including construction/deconstruction);
- Attenties. > (ontwerp/inkoop/verpakking/verzending/uitreiking);