

## Member Briefing Budget Reference Sheet

GFE has compiled this list of budget estimates as a reference to help you develop the budget for your proposal. The figures quoted are rough estimates based on past member briefings and other GFE programs. Costs will vary significantly based on the size and location of the program, among other variables. In past member briefings, foundations have also found ways to use in-kind resources to offset program costs such as meeting space, communications staff and printing.

### Planning costs

Event planning/consultation	\$5,000-20,000
GFE management fee	\$0-3,000 (depending on expectations for GFE support)
Printing and postage	as needed; most invitations are done electronically

### Speakers and travel costs

Travel (speakers, GFE staff)	\$1,000/person
Speaker honoraria	(GFE usually doesn't provide these; some programs have provided honoraria of \$500-\$1,000/speaker)

### Onsite costs

Meeting space	\$500-\$1,000 for a general hotel meeting room. Hotels may waive this fee depending on the number of guests staying at the hotel and whether you are using hotel catering.
Meals and refreshments	Hotel meals are typically \$40-60 per person for breakfast or lunch and \$10 per person for coffee breaks (including 25 percent charge for tax and gratuity).
AV	Hotel AV prices are approximately \$750 for an LCD projector setup, and \$250 for an overhead projector setup.
Local transportation (if site visits)	Typically 20-25 people is the break point between smaller, more inexpensive mini-buses and full-sized buses. For a program with local transportation, costs may range from \$400-\$1,500.
Supplies (name tags, notebooks, etc.)	as needed

### Reporting/documentation

Writer	\$5,000 for a writer to attend the program and produce a 5-8 page report
Photography	\$1,000/day
Design & Printing	approx. \$5,000-\$10,000 for design and printing 1,500 copies of a report
Distribution	\$1,000 for mailing to GFE's full membership