

BUDGET PLANNING CHECKLIST

Promotional Materials

- Flyers \$_____
- Printing \$_____
- Distribution of flyer \$_____
- Artwork \$_____
- Typesetting \$_____
- Posters \$_____
- Paycheck stuffers \$_____
- Table tents \$_____
- Promotional items \$_____
- Carry bags \$_____
- Banners \$_____
- Stationery \$_____
- Raffle prizes and giveaways \$_____

Health Fair Staff

- Provider \$_____
- Salaries \$_____
- Gifts \$_____
- Meals \$_____
- Parking \$_____
- Identification \$_____
- Special clothing \$_____
- Wrap up party \$_____
- Bonuses \$_____

Decorations

- Balloons \$_____
- Helium \$_____
- String \$_____
- Rope \$_____
- Tape \$_____
- Staples \$_____
- Markers \$_____
- Crayons \$_____
- Banners \$_____
- Posters \$_____
- Signs \$_____
- \$_____
- \$_____

Displays

- Tablecloths \$_____
- Chairs \$_____
- Generator \$_____
- Surge protector \$_____
- Extension cords \$_____
- Garbage cans \$_____
- Individual booth needs \$_____
- Equipment rental \$_____
- Artwork \$_____
- Velcro \$_____
- Samples \$_____
- Display boards \$_____

Paperwork and Permits

- Screening forms \$_____
- Screening tests \$_____
- Recording sheets \$_____
- Machine rental \$_____
- Evaluations \$_____
- Postage \$_____
- Correspondence \$_____
- Signs \$_____
- Rental space \$_____
- Parking permits \$_____
- Parking tickets!!! \$_____
- Liability insurance \$_____
- Thank you notes \$_____
- Health permits \$_____

Refreshments

- Participants \$_____
- Staff \$_____
- Volunteers \$_____

Travel Expenses

- Airline tickets \$_____
- Hotels \$_____
- Car rental \$_____
- Mileage \$_____
- Restaurant food \$_____

TOTAL \$_____