

MONEY SAVING TIPS FOR YOUR EVENT

Review your master account bill daily.

Contact local schools or cultural centers for entertainment in exchange for a donation. (Ex: an Irish Center for dancers on St. Patrick's Day)

Get reduced rates on hotel rooms for staff and speakers.

Ask speakers for a flat rate including travel expenses.

Work with the same audiovisual company each time and ask for a "preferred customer" lower fee.

Recycle name Badges.

Always ask "What complimentary services can you give me?" (reception? beverages during breaks? comp rooms?)

Order by amount consumed, not number of attendees.

Create generic reusable signs on Velcro allowing a spot for changing information.

Contact speakers or entertainers who are in town for other shows or functions.

Book speakers for two or more presentations (such as Keynote plus breakout sessions) and ask for a discount, instead of paying a full fee to several different speakers.

Serve light lunches, such as salads, or continental breakfast instead of a full meal.

Take advantage of the local CVB services.