

Event Responsibilities

Event Lead	This person has requested the event and has ultimate responsibility for overseeing the direction of the event, including ensuring there is sufficient budget and resource to deliver the event Responsibilities include: <ul style="list-style-type: none"> • Development of the objective • Budget • Stakeholder engagement objectives are met
Account Manager (where their role exists within a College or Office)	Supports the Event Lead to develop <ul style="list-style-type: none"> • Objective • Stakeholder invite list • Messaging around the event/speech notes • Collateral development • Ensuring brand guidelines adhered to
Event Deliverer	Has responsibility for the operational delivery of the event: <ul style="list-style-type: none"> • Inputting invite list • RSVPs management • Booking catering • Booking venue • Booking AV • Development of Run Sheet • Cultural requirements

Event Expense Rate Card

Here are some examples of what various types of events might cost and what you need to budget for, however please use as a guide as the size, scale and elements of an event will determine the costs.
If the event is on campus, then facilities and support services may be charged for, such as ITS.

Event Type	Budget and Elements
Cocktail Function – 100 guests *Generally a hosted event where there is no revenue stream	Approx. \$6,000 – 10,000 + GST Elements to include: <ul style="list-style-type: none"> • Food and beverage (and service staff costs) • Audio visual equipment – sound, vision, lighting etc • Venue hire, cleaning/security • Collateral – invitations, name badges etc • Entertainment – jazz band etc • Room dressing – plants, furniture, banners etc
Dinner – 100 guests *Generally ticket sale income would offset event expenses	Approx. \$20,000 – 30,000 + GST Elements to include: <ul style="list-style-type: none"> • Food and beverage (and service staff costs) • Audio visual equipment – sound, vision, lighting etc • Venue hire, cleaning/security • Collateral – invitations, tickets, menu and programme, table cards etc • Web – web page hosting and content • Marketing/advertising – print or online • Ticket bookings – ticket management portal (via web page) • Room dressing – plants, furniture, banners, centre pieces etc • MC and entertainment – fees and disbursements

<p>One Day Conference – 100 guests</p> <p>*Generally registration income would offset event expenses</p>	<p>Approx. \$30,000 – 45,000 + GST</p> <p>Elements to include:</p> <ul style="list-style-type: none">• Food and beverage (and service staff costs)• Audio visual equipment – sound, vision, lighting etc• Venue hire, cleaning/security, Wi-Fi• Collateral – invitations, programme, pads/pens, name badges etc• Web – web page hosting and content• Registration – registrations management portal (via web page)• Marketing/advertising – print or online• Room dressing – plants, furniture, banners etc• MC and speakers – fees and disbursements• Transport – shuttle of guests between venues
---	---

NB: We also recommend allowing between a 5% – 10% contingency for any unexpected costs or overruns.

ENDS