

CEM FOUNDING CONVENTION BUDGET NEEDS				
	Webster	Cem Must Raise		
	Contribution	Basic Cost	Scholarships, Other	Total
I. PRE-CONVENTION DISSEM.				
CEM MONITOR	0.00	0.00	8,500.00	8,500.00
Convention Banners	0.00	1,000.00	0.00	1,000.00
Folders/Nametags, etc.	1,600.00	0.00	0.00	1,600.00
Brochure /Invitation	2,500.00	0.00	0.00	2,500.00
Tote Bags	1,400.00	0.00	0.00	1,400.00
Postage	3,000.00	1,500.00	0.00	4,500.00
TOTAL PRE-CONVENTION	8,500.00	2,500.00	8,500.00	19,500.00
II. SPEAKERS/SCHOLARSHIPS				
	0.00	0.00	40,000.00	40,000.00
III. POST-CONVENTION DISSEM.				
	0.00	0.00	15,000.00	15,000.00
IV. CONVENTION MEALS				
Dinner Friday p.m.	0.00	4,000.00	0.00	4,000.00
Breakfast Saturday a.m.	0.00	800.00	0.00	800.00
Lunch Saturday noon	0.00	2,000.00	0.00	2,000.00
Coffee/Iced Tea Break	0.00	150.00	0.00	150.00
Dinner Saturday p.m.	0.00	4,000.00	0.00	4,000.00
Breakfast Sunday a.m.	0.00	800.00	0.00	800.00
Lunch Sunday noon	0.00	2,000.00	0.00	2,000.00
All Meals	0.00	13,750.00	0.00	13,750.00
Table and Chair Rental	0.00	250.00	0.00	250.00
Cultural Programs	0.00	3,000.00	0.00	3,000.00
Linen and China Rental	0.00	1,400.00	0.00	1,400.00
TOTAL MEALS EXPENSES *	0.00	18,400.00	0.00	18,400.00
VI. PUBLICITY				
Pre-convention public relations	2,500.00	2,500.00	0.00	5,000.00
Convention video	0.00	0.00	30,000.00	30,000.00
Full page New York Times	0.00	0.00	25,000.00	25,000.00
Convention photography/audio	0.00	2,100.00	0.00	2,100.00
TOTAL PUBLICITY	2,500.00	4,600.00	55,000.00	62,100.00
VII. PERSONNEL				
Elvira Arcenas	0.00	0.00	15,000.00	15,000.00
Sheila Witherington	0.00	5,000.00	0.00	5,000.00
Bridget Mosley	0.00	5,000.00	0.00	5,000.00
Brigitt Thompson	0.00	5,000.00	0.00	5,000.00
Extra Labor	0.00	2,400.00	0.00	2,400.00
Salaries	0.00	17,400.00	15,000.00	32,400.00
Fringe	0.00	2,000.00	1,800.00	2,800.00
Staff Travel/Hotel	0.00	3,500.00	1,500	5,000
TOTAL PERSONNEL	0.00	22,900.00	18,300.00	40,200.00
TOTAL CONVENTION EXPENSES	11,000.00	48,400.00	136,800.00	195,200.00
PER HEAD COST TO ATTEND CONVENTION		242.00		

**Cultural Environment Movement
Founding Convention
Webster University, St. Louis, MO**

Direct Convention Expenses - 1996

Audio visual	\$1,071
Banquet and hotel services	\$26,529
Banners and signs	\$1,366
Labor	\$576
Office expenses	\$1,050
Overhead	\$4,081
Name tags	\$2,449
Promotional items	\$1,693
Printing	\$7,259
Telephone	\$1,223
Travel and entertainment	\$11,427
Travel - lodging	\$7,863
	\$66,587