

Budget Guidelines

BOC F&B Average Costs

Continental Breakfast	\$12.00	per person
Lunch	\$20.00	per person
Dinner	\$45.00	per person
Reception: (food, drinks, staffing)	\$45.00	per person
Coffee Breaks	\$17.00	per person

MTS Services are no charge

Microphones
Projector and Screens
Photography

Hotel and Travel Estimated Rates

Winter/Early Spring	\$200.00	per night
Fall/Late Spring	\$250.00	per night
Peak Weekend	\$300.00	per night
Domestic Airfare	\$600.00	R/T
Domestic Airfare (west coast)	\$800.00	R/T
International Airfare	\$1,000.00	R/T
Amtrak	\$300.00	R/T (NYC-BOS)
Ground Transport	\$150.00	R/T (Logan & Brookline Hotel)
Ground Transport	\$50.00	R/T (Hotel and BC Campus)
Faculty Dinner (off campus)	\$800.00	based on 8 people

Publicity/Marketing

Color Flyers	\$55.00	per 100 copies
Foamcore poster boards	\$54.00	each
Kiosk Posters	\$46.00	each
A-frame sign (inserts)	\$120.00	each
Transcription/60 mins	\$110.00	

Center for Centers will design, approve and distribute flyers and posters around campus
HTML email announcements are created at no charge