**Budget Guidelines**

**BOC F&B Average Costs**
- Continental Breakfast: $7.00 per person
- Lunch: $15.00 per person
- Dinner: $35.00 per person
- Reception: (food, drinks, staffing): $30.00 per person
- Coffee Breaks: $10.00 per person

**MTS Services are no charge**
- Microphones
- Projector and Screens
- Photography

**Hotel and Travel Average Rates**
- Winter/Early Spring rates: $175.00 per night
- Fall/ Late Spring rates: $250.00 per night
- Peak Weekend rates: $300.00 per night (parents weekend at all area colleges, Head of Charles, fall foliage)
- Domestic Airfare: $400.00 R/T
- Domestic Airfare (west coast): $600.00 R/T
- International Airfare: $800.00 R/T
- Amtrak/ Accela: $200.00 R/T (NYC - BOS)
- Ground Transport: $100.00 R/T (Logan and Brookline Hotel)
- Ground Transport: $40.00 R/T (Hotel and BC Campus)
- Food: $65.00 per day

- Faculty Dinner (off campus): $500.00 based on 8 people

**Publicity/ Marketing**
- Color flyers: $30.00 per 100 copies
- Foamcore poster boards: $30.00 each
- Kiosk Posters: $20.00 each
- A-frame sign: $25.00 each
- 4 page Program Booklet: $1.25 each
- Heights Ad (full page color): $1,600.00
- Heights Ad (full page B&W): $1,250.00
- Heights Ad (1/4 page B&W): $300.00

Center for Centers will design, approve, and distribute flyers and posters around campus

HTML email announcements are created at no charge