

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