California Indian Conference Proposal Budget: Things to Consider

Basic Conference

- Conference planning should begin in the fall, a year before the scheduled date, and continue into the spring and summer, with extra planning time set aside in the summer and fall previous to the conference.
- Release time for a faculty member to work on the conference is recommended (the equivalent of one class in the lead-up months, and two in summer and fall).
- Funding a graduate student to work on the conference is recommended (part-time, beginning as early as a year before the conference, and full-time in the summer and fall previous to the conference).
- A minimum of four rooms will be needed.

University In-Kind

- Graduate student pay
- Faculty release time
- Contacting professors about giving their students credit to attend one or more conference sessions or panels, with a related assignment, perhaps to write a paper
- Providing students with credit for assisting with (1) conference logistics and set up; (2) registering participants, directing people to session locales, assisting elders, and serving as room hosts/monitors, and (3) assisting with any necessary post-conference tasks
- Establishing a conference committee comprised of individuals who will organize a plenary or panel (with possible per diem for any members who are not from the immediate area)
- Providing easels, power point projectors, speakers, microphones, and other AV equipment, as needed
- Press releases
- Website

Other Expenses Related to the Basic Conference

- Publicity (posters, fliers, mailings)
- Program (black and white is sufficient)
- Signs
- Name badges
- Muffins/coffee/tea/light refreshments for 2-300 people (at the beginning of each day and during two daily breaks)
- Room fees, if not waived

<u>No-Cost Components</u>

- Hosting booths for book sellers, California Indian vendors, tribes and tribal organizations, agencies, and non-profits (it's recommended against charging booth holders).

<u>Beyond the Basics: Other Potential Expenses</u>

- Recording the sessions for archival purposes (it's recommended that a professional videographer or audio technician be used, rather than student videographer or audio technician)
- Producing a conference proceedings
- Creating a conference poster, tote bag, mug or other item.
- Funding an artist or artists in residence (eg. redwood dugout carver, basketmaker, acorn soup maker)
- Hosting a show of California Indian art
- Hosting a reception
- Paying an invited plenary speaker (or speakers)
- Hosting a Friday or Saturday evening banquet with "entertainment," perhaps paying tribal people to cook the food, as well as perhaps paying dance groups or other invited presenters
- Hosting film showings
- Hosting a field trip or trips