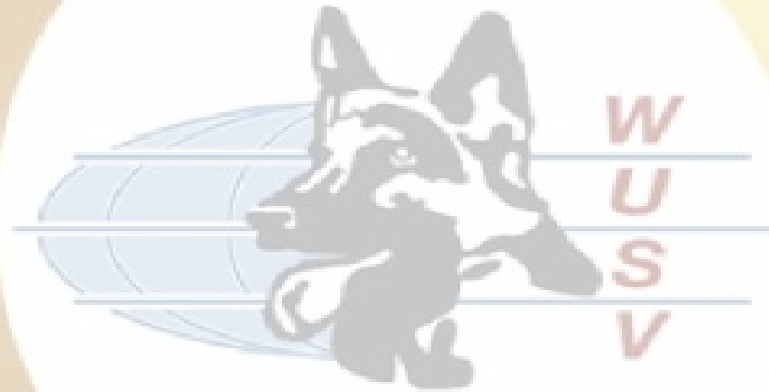


# WUSV Event Budget Guidelines



Founded 1974

# The Budget

**At its core, an event budget is a financial blueprint for any WUSV event. It offers a detailed overview of all anticipated expenses and potential revenues, helping the organizing organization manage their resources efficiently and make well-informed financial decisions.**

Founded 1974

## Get a Clear Picture

**Before diving into the details, take a step back and picture the whole championship. Think about how much you're willing or able to spend in total. If you've planned championships before, looking at previous budgets can give a solid idea of what's realistic for this one. Please communicate with the WUSV General Secretary and Board of Directors.**

## Break Down the Costs

**Make a comprehensive list of every possible expense for the WUSV event, from the venue rental to the final paper napkin. Keeping the overall budget in mind, allocate a specific dollar or euro amount (or a percentage) to each expense category. Just be sure that the total of all these allocations stays within the budget limits. (sample Excel file provided)**

Founded 1974

# Plan for Miscellaneous and Unexpected

**Championship costs can be unpredictable, and surprises often come up—whether it's an unexpected expense or a price increase. To stay on top of things, set aside a contingency fund so you're not scrambling for money at the last minute. A good rule of thumb is to reserve 10-15% of the budget for these unforeseen costs.**

Founded 1974

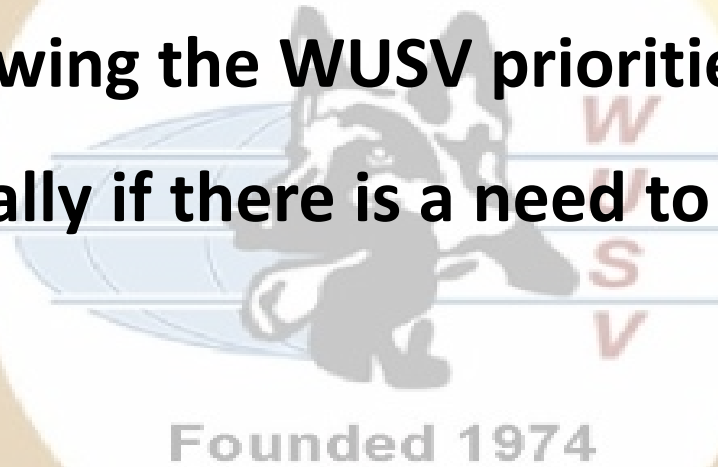
## Keep an Eye on The Budget and Adjust as Needed

**The budget will evolve as the event approaches. As more precise quotes are received and get a clearer picture of the actual expenses, be prepared to make adjustments. Using financial software (such as Excel) can help monitor these changes and tweak the allocations as necessary.**

Founded 1974

# Prioritize Spending

**Determine which aspects of the championship are essential and which ones have some flexibility. Knowing the WUSV priorities will help make smart budget decisions, especially if there is a need to cut back on expenses.**



## Get Multiple Quotes

**When dealing with major expenses, don't just go with the first quote received. Reach out to several vendors to compare prices. This approach helps avoid overpaying and gives a better sense of the market rate, which can be useful for negotiating.**



Founded 1974



## Consider Revenue

**Expenses are only part of the picture. The championship will also generate revenue from ticket sales, sponsorships, or merchandise. Be creative in potential income sources. Estimating the income and factoring into the budget can give clearer view of the net financial situation, helping to allocate or adjust funds more effectively.**

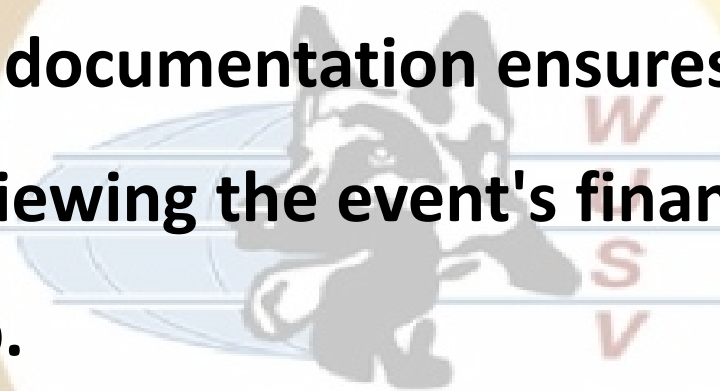
# Review Contractual Obligations

**When engaging with vendors or venues, contracts are standard. It's imperative to read through these documents carefully. They might contain details on deposits, cancellation penalties, and other costs that might not be evident upfront but can impact the budget later.**

Founded 1974

# Document Everything

**Keep a detailed record of every financial transaction, contract, and communication. This thorough documentation ensures transparency and will be incredibly useful for reviewing the event's finances or resolving any disputes that may come up.**



Founded 1974

## Seek Feedback

**Once the championship is over, collect feedback from stakeholders and those involved in the financial aspects. Ask them if they felt the money was well-spent, if there were areas of unnecessary overspending, or if additional funds could have improved the experience. This feedback is crucial for fine-tuning budgets and planning more effectively for future countries who host.**



Founded 1974

# Key Takeaways

1. **Event Budget Overview:** A championship budget acts as a detailed financial plan that helps ensure the success of the event and manages resources efficiently. Please coordinate budgeting activity with the General Secretary and WUSV Board of Directors.
2. **Benefits of Proper Budgeting:** Effective budgeting provides financial control, helps prioritize essential elements, streamlines planning, minimizes risks, and promotes transparency with stakeholders.
3. **Budgeting Challenges:** Budgeting can be time-consuming, may involve unexpected expenses, and balancing quality with a limited budget can be difficult.
4. **Venue Selection:** The cost of a venue can be influenced by factors such as its location, amenities, rental duration, and whether services are bundled.
5. **Event Aesthetics:** Costs related to decor and ambiance can vary based on the complexity of design, decisions to rent or buy items, and expenses for installation and removal.
6. **Branding:** Effective signage and branding might require custom elements, durable materials, and specialized design services, impacting the budget.
7. **Technology Needs:** Audio-visual equipment, specialized personnel, and live streaming capabilities add another layer of budget considerations. Review requirements of Working-Dog.EU
8. **Catering Costs:** Catering expenses include factors like cuisine, service style, dietary needs, equipment rentals, and necessary licenses.
9. **Trial/Show Management Software:** Costs for event management software can vary greatly based on the club level of capability.
10. **High-Profile Guests:** Bringing in notable speakers or entertainers adds prestige but also comes with costs for professional fees and travel accommodations.
11. **Vendor Expenses:** Working with vendors involves costs related to agency fees, security, specialized services, and the experience levels of the vendors.
12. **Budgeting Approach:** Start with a clear vision, create detailed cost breakdowns, include a contingency for unexpected expenses, and continuously track and adjust the budget.
13. **Post-Event Review:** After the championship, review the budget thoroughly and gather feedback from stakeholders to gain insights that can improve future event planning and financial strategies.