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From: "Thompson, Allison Mosley" <amt79@pitt.edu>

I've attached the latest budget I could find. While we ended up with a small surplus, there were some tense moments towards the end where we thought we'd have to go beg for more money from the deans. A couple of observations:

- We were rather late in getting the website functional because we started trying to work with Linguist List and had no success with them. We then ended up using an efficient but very expensive conference service at CMU. It certainly made life easier (for me, especially!) but everything was spendy: for example, it cost us a couple of dollars per registrant for the registration management and another \$8, I think, to get internet access for each registrant and volunteer grad student, and every time we turned around it seemed like more fees were being added. It is possible that the lateness of the website affected attendance, which was lower than at NWAV 41. We used Linguist List for the abstracts and I believe that it was also a big mess.
- We had no need for ASL interpreters in our budget, but the prior year did. Scott may still have an email with budgets from 2-3 prior conferences.
- What saved our bacon at the very end was punitive pricing for drop-ins! I recommend it highly.
- We had an outstanding "volunteer wrangler" who coordinated the efforts of our GSs who worked on the program booklet and staffed the tables and so on.
- Alcohol and drink tickets and security was a bigger headache than we'd anticipated: Barbara and I had to card everyone at every event except the two evening parties that undergraduates were not invited to.
- Keep track of your comps! I was worried that we had too many volunteers who were comped, but, again, we somehow made out.
- When we were worried at the end we cut back on some of the food orders and it still worked. We decided that you don't really need as much food as conference organizers want you to order. When it runs out, it runs out and people go get dinner.
- We had 134 professional (faculty) registrants; 98 students with no journal; 56 students with journal; and 34 comps. We also had income from our high school educator programming (that's the Act 48 line) on Saturday morning. We priced it so that the faculty tickets helped to support the students.

While I like to organize things, I notice that I used the word "worried" twice in this email and "tense" once!

Best of luck and feel free to call if you wish.

Allison            412.624.5938