

At the outset of preparations, it is necessary that all staff be made conscious of budgetary constraints and procedures. Commitments must be made only with proper approvals of those in charge, and the Finance and Administration division kept informed.

Private Sector Contributions

Private sector contributions (or sponsorships) are more easily pursued on an "in kind" rather than cash basis, and better lend themselves to the forms of recognition which respect the more serious nature of a summit event (eg. discreet signage, mention in the delegates' or media handbooks, other acknowledgements). This approach can cut costs, and showcase local goods and services at the same time.

If private sector contributions are being sought both by the host government, as well as by other levels of government assisting the host government, it is highly recommended that this effort be run as a single operation under the leadership of the host. One set of recognition guidelines should be in place from the beginning, as determined by the host. The summit organizers must make sure that these guidelines are clear to potential sponsors right from the start, are applied consistently to all parties, and do not change.