# A Simple Guide on “How to classify SIP budget items into 6 categories”

<table>
<thead>
<tr>
<th>Categories</th>
<th>Details</th>
<th>Do NOT Support (In general)</th>
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</table>
| **Activity / Programme** | • Booth related materials and decoration $^2$  
• Programme specific materials $^{1,2}$ (i.e. performance, workshop) such as rental of costumes, props, teaching materials, stationery | • Coaching fees or counselling fees $^2$  
• Service contracts for performers and photographers  
• Souvenirs, gifts and prizes  
• Production of tailor-made materials for SIP project (e.g., T-shirts, uniforms, stationery)  
• Budgets for contingency and miscellaneous needs |
| **Equipment**            | • Rental of equipment and hardware $^{1,2}$ (i.e. audiovisual system, photo booth, lighting etc.) and its directly related cost (i.e. set-up, dismantle, on-site technician, etc.)  
• Purchase of equipment and hardware $^{1,2}$ | • Furniture (i.e. table, display board, chair)                                                                                                                                                                                                                                           |
| **Venue**                | • Rental of external venue $^{1,2}$                                                                                                                                                                      | N/A                                                                                                                                                                                                                         |
| **Printing & Promotion** | • Necessary printed matters $^2$                                                                                                                                                                           | • Paid advertisements  
• Posters and banners $^2$                                                                                                                                                                                                     |
| **Food & Beverage**      | • Food $^3$  
• Beverage $^3$  
• Rental of reusable tableware $^1$ (i.e. containers, cutleries, table cover)                                                                                                           | • Alcoholic beverages  
• Single-use materials (e.g., doggy bags, disposable tableware)  
• Organiser’s or helper’s meal                                                                                                                                                         |
| **Transportation**       | • Transportation of purchase materials and/or food to event venues                                                                                                                                      | • Air tickets and accommodation costs of performers or speakers  
• Organiser’s or participant’s transportation expenses                                                                                                                                                                                |
| **Remarks**              | 1. Quotations for single supplier of HK$ 5000 or above must include:  
   i. basic details of service and product required;  
   ii. price;  
   iii. date & availability;  
   iv. supplier’s detail (i.e. company name and contact)  

   2. Justification of the following is required:  
   i. whether the item is for general or specific programme;  
   ii. how it will support the staging of programme;  
   iii. why purchase over rental  

   3. Food and beverage expenses should be limited to 60% of the total budget of each event. The maximum amount per person should be capped at HK$ 90. |