**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, decoration)                                | • Trainer cost  
• Programme specific (i.e. performance, workshop) such as costumes, props, teaching materials, stationery |  
• Gifts, souvenirs, lucky draw, trophies  
• Emergency fund |
| **Equipment**                     | • Rental of equipment and hardware  
(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  
• First-aid kit                      | • Furniture (i.e. table, display board, chair)                    |
| **Venue**                         | • Rental of external venue                                             | N/A                                                             |
| **Printing & Promotion**          | • Promotion related printing (i.e. Poster, Banner)                    | • Paid advertisement                                             |
|                                   | • On-site related (i.e. Backdrop production, set-up, dismantle)       |                                                                 |
|                                   | • General printing (i.e. handout)                                     |                                                                 |
|                                   | • Photographer & Videography                                          |                                                                 |
| **Food & Beverage**               | • Food  
• Beverage  
• Rental of reusable tableware  
(i.e. containers, cutleries, table cover)  
• Purchase of bio-degradable tableware (i.e. containers, cutleries, table cover) | • Alcoholic beverages  
• One-off plastic tableware  
• Helper’s meal |
| **Transportation**                | • Transportation of purchase materials and/or food to event venues    | • Air tickets and accommodation costs of performers, speakers  
• Helper travel subsidy             |

**Remarks**

1. Quotation for single supplier of $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. Amount of Food & beverage is limited to a maximum of HK$90 per student. A list of participant has to be submitted for reimbursement.