

SAMPLE EVENT BUDGET

EVENT _____ DATE/S _____

CHAIRMAN _____ PHONE/E-MAIL _____

EXPENSES:

Profit to comply with Budget \$ _____

Rent (room & tables, set up fees) _____

Audio/Visual Costs _____

Speakers (total fees, mileage, materials, meals) _____

Advertising (Photocopying flyers, etc) _____

Invitations _____

Postage (mailing materials, thank you notes) _____

Programs and/or Handouts _____

Photography _____

Chairman's & committee members expense _____

Hospitality (coffee break food & supplies) _____

Meals (include tax, service charge/tip) _____

Complimentary fees, meals, etc. _____

TOTAL EXPENSES \$ _____

INCOME:

Registration (Number of people times fee) \$ _____

Funds from other sources (NGC, donations)

TOTAL INCOME \$ _____

GRAND TOTAL (Income should equal or exceed expenses) \$ _____