**EVENT BUDGET TEMPLATE**

Below is a simple, not exhaustive, list of some of the items that may be components of your event that may have costs associated with them. This list may trigger a component that is relevant to your situation that is not listed here. The goal is to account for all expenses and revenue.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **[CONFERENCE NAME] BUDGET** | | | | | | |
| **EXPENSES** | **DESCRIPTION** | **RATE** | **QTY** | **EST** | **INV** | **NOTE** |
|  |  |  |  |  |  |  |
| **Facility Costs** |  |  |  |  |  |  |
| Facility Rental |  |  |  |  |  |  |
| Laborers |  |  |  |  |  |  |
| Technicians |  |  |  |  |  |  |
| Laborers |  |  |  |  |  |  |
| AV Equipment |  |  |  |  |  |  |
| Security |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Internet |  |  |  |  |  |  |
| Booths |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |
| Sub Total |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Setup for Exhibit hall |  |  |  |  |  |  |
| Booth package – pipe & drape, sign, table, 2 chairs |  |  |  |  |  |  |
| delivery |  |  |  |  |  |  |
| High cocktail tables |  |  |  |  |  |  |
| round tables & linens |  |  |  |  |  |  |
| other |  |  |  |  |  |  |
| Exhibit hall Subtotal |  |  |  | $ - | $ - |  |
|  |  |  |  |  |  |  |
| **Keynote** |  |  |  |  |  |  |
| Facility Rental |  |  |  |  |  |  |
| Laborers | production mgr |  |  |  |  |  |
|  | electrician |  |  |  |  |  |
|  | audio labor |  |  |  |  |  |
|  | equipment rental -audio system |  |  |  |  |  |
| Tech av needs | equipment |  |  |  |  |  |
| subtotal |  |  |  | $ - | $ - |  |
|  |  |  |  |  |  |  |
| **food and beverages** |  |  |  |  |  |  |
| Catering | breakfast |  |  |  |  |  |
|  | water in session rooms for presenters |  |  |  |  |  |
|  | Lunch |  |  |  |  |  |
| Food & beverage subtotal |  |  |  | $ - | $ - |  |
|  |  |  |  |  |  |  |
| **Registration** |  |  |  |  |  |  |
| Contract rate |  |  |  |  |  |  |
| Onsite labor |  |  |  |  |  |  |
| online |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **VIP Reception** |  |  |  |  |  |  |
| Facility Rental |  |  | 1 day |  |  |  |
| AV Equipment |  | Stage Hands and Sound/Lights Rental |  |  |  |  |
| Catering |  | Catering | x number of guests |  |  |  |
| VIP Reception Subtotal |  |  |  | $ - | $ - |  |
|  |  |  |  |  |  |  |
| **Event Planner** |  |  |  |  |  |  |
| from your contract |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Event planner contract subtotal |  |  |  | $ - | $ - |  |
|  |  |  |  |  |  |  |
| **Travel** |  |  |  |  |  |  |
| Speakers |  |  |  |  |  |  |
| other |  |  |  |  |  |  |
| Travel subtotal |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Printing** | or go electronic |  |  |  |  |  |
|  | Posters signage during event |  |  |  |  |  |
|  | Program Book |  |  |  |  |  |
|  | VIP Invite |  |  |  |  |  |
|  | Postcard Save the date |  |  |  |  |  |
|  | Speaker Handouts and Evaluations |  |  |  |  |  |
|  | Banners/Signs |  |  |  |  |  |
|  | Attendee Badges |  |  |  |  |  |
| Printing subtotal |  |  |  | $ - | $ - |  |
|  |  |  |  |  |  |  |
| **Miscellaneous** |  |  |  |  |  |  |
|  | Name Badges & Holders |  |  |  |  |  |
|  | Name Badge Caddies |  |  |  |  |  |
|  | Office Supplies |  |  |  |  |  |
|  | Postage (incl. mailing brochure) |  |  |  |  |  |
|  | Presenter, Exhibitor etc Ribbons |  |  |  |  |  |
| Misc subtotal |  |  |  | $ - | $ - |  |
|  |  |  |  |  |  |  |
| **Mailing** |  |  |  |  |  |  |
|  | VIP Invitations |  |  | $ - | $ - |  |
|  | Postcards |  |  | $ - | $ - |  |
| Printing and Mailing subtotal |  |  |  | 0.00 | $ - |  |
|  |  |  |  |  |  |  |
| **Other Fees** |  |  |  |  |  |  |
| Credit card charge credit card charges |  |  |  | $ - | $ - |  |
| other |  |  |  |  |  |  |
| Subtotal fees |  |  |  | $ - | $ - |  |
| **TOTAL EXPENSES** |  |  |  | **$ -** | **$ -** |  |
|  |  |  |  |  |  |  |
| **Revenue** |  |  |  |  |  |  |
|  | registrants |  |  |  |  |  |
|  | Exhibitors |  |  |  |  |  |
|  | sponsors |  |  |  |  |  |
|  | other |  |  |  |  |  |
| **TOTAL REVENUE** |  |  |  | $ - | $ - |  |
|  |  |  |  |  |  |  |
| **TOTAL REVENUE** |  |  |  | $ - | $ - |  |
| **LESS EXPENSES** |  |  |  | $ - | $ - |  |
| **PROFIT** |  |  |  | **$ -** | **$ -** |  |