**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 |   |   |   |  **$ -**  |  **$ -**  |   |