

EVENT PLANNING: BUDGET

PROJECTED EXPENSES

Facilities/room rental charges \$ _____

Set-up charges/fees \$ _____

Rental equipment (includes audio-visual, tents, risers, tables, chairs, etc.) \$ _____

Food \$ _____

Beverages \$ _____

Bartender fees/gratuities \$ _____

Promotional materials (printing & mailing of invites, signage, programs, flyers, etc.) \$ _____

Decorations \$ _____

Entertainment \$ _____

Transportation (buses, vans, parking, valets, and gratuities for drivers, etc.) \$ _____

Miscellaneous (includes plaques, photos, speaker travel/expenses, and supplies, etc.) \$ _____

ESTIMATED TOTAL EXPENSES: \$ _____

PROJECTED INCOME FROM REGISTRATION: \$ _____

PROJECTED PROFIT ESTIMATE: \$ _____