

Budgeting for an Event

	Actual cost of last event	Projected	Actual
Expenses			
Fixed Expenses			
Facility			
Speaker Fees			
Refreshments			
Advertising			
Variable Expenses			
Name Tags			
Handout Materials			
Door Prizes			
Miscellaneous (phone, mileage, photocopying)			
Total Expenses			
Revenue			
Variable Revenue			
Registration Fees			
Fixed Revenue			
Donations			
Exhibitors'			
Sponsorship			
Total Revenue			
Profit/Loss			
(Total Revenue - Total Expenses = Projected Profit/Loss)			