



## Event Budget Planning Worksheet

Event or Program Name: \_\_\_\_\_

Agent or Specialist Managing Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Estimated # of Participants:

	Estimated Event Costs	Estimated Minimum Cost per Participant
<b>Event Costs:</b>		
Advertising/Marketing Costs	_____	_____
Conference Service Fees	_____	_____
Credit Card Service Fees (3% of estimated credit card transactions)	_____	_____
Educational Materials	_____	_____
Equipment Rental Costs (Projectors, etc.)	_____	_____
Food and Beverage Costs (including Service Charges)	_____	_____
Internet Connection Fees	_____	_____
Long Distance Telephone Costs	_____	_____
Name Tag Costs	_____	_____
Postage Costs	_____	_____
Printing Costs (Brochures, etc.)	_____	_____
Facility Rental Costs	_____	_____
Speaker Fees	_____	_____
Supplies	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
<b>Minimum Costs Participant Fee Must Cover</b>	_____	_____
<b>Estimated Cost per Participant</b>	_____	_____
<b>(\$10.00 if costs &lt; \$100 per Participant)</b>	_____	_____
<b>(10% if costs &gt; \$100 per Participant)</b>	_____	_____
<b>Minimum Suggested Participant Fee</b>	_____	_____