

**ATTACHMENT B
Budget Worksheet**

Your meeting budget is an estimate of anticipated expenses (and income) for your meeting. It gives you financial control and accountability. Allow contingencies for the unexpected. Below are some items to consider. Remember to add sales tax and service charges where needed.

Name of Meeting: _____ Date(s): _____

Budget Prepared by: _____ Date: _____

No of Attendees: _____ Estimated Cost Per Person: \$ _____

Budget: \$ _____ Actual Expenses: \$ _____

EXPENSE ITEMS	PROJECTED	ACTUAL	VARIANCE
Sleeping Rooms			
Transportation			
Air			
Ground			
Meeting Room Charges			
Decorations / Entertainment			
Food & Beverage			
Breakfast			
Lunch			
Breaks A.M. & P.M.			
Dinner			
Reception (include bartenders)			
Hospitality (include bartenders)			
Audio Visual			
Equipment Rental			
Labor			
Computer Costs			
Equipment Rental			
Wireless Internet Fees			
Cable Connection Fees			
Material Production			
Printed Materials			
Digital Materials			
Name Badges			
Programs			
Signage			
Stationery & Envelopes			

EXPENSE ITEMS	PROJECTED	ACTUAL	VARIANCE
Flyers			
Administration			
Site Visit			
Meeting Management (onsite)			
Telephone			
Shipping			
Clerical			
Office Supplies			
Materials Storage			
Shipping			
Postage			
Security			
Recreation			
Speaker Fees & Expenses			
Miscellaneous			
TOTAL EXPENSES			

REVENUE ITEMS	PROJECTED	ACTUAL	VARIANCE
Registration Fees			
Exhibitor Fees			
Sponsorships			
Product Sales			
TOTAL REVENUES			
LESS TOTAL EXPENSES			
TOTAL ANTICIPATED PROFIT			