

Conference Event Budget Estimation Chart

Item Description	Estimated Cost	Actual Cost	Notes
Venue & Logistics			
Venue Rental			
Audio/Visual Equipment			
Internet/WiFi			
Signage & Branding			
Catering			
Meals & Refreshments			
Staff Meals			
Speakers & Program			
Speaker Fees			
Travel & Accommodation			
Materials & Handouts			
Marketing & Promotion			
Advertising			
Print Materials			
Website & Registration			
Miscellaneous			
Insurance			
Contingency			
Other			
Total			