

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 | | | |