Pre-Event Conference Cost Projection Template

Event Details

Event Name:	Date:
Location:	Expected Attendance:

Projected Costs

Item/Category	Detail/Description	Estimated Cost	Notes
Venue Rental			
Catering			
Audio/Visual			
Speakers/Presenters			
Marketing & Promotion			
Materials & Printing			
Travel & Accommodation			
Staff & Volunteers			
Miscellaneous			
Total Estimated Cost			

Projected Revenue

Source	Details/Description	Estimated Amount	Notes
Registration Fees			
Sponsorship			
Grants/Donations			
Other			
Total Estimated Revenue			

Net Projection

Projected Net (Revenue minus Costs):

Additional Notes