

Professional Conference Budget Breakdown Planner

Conference Details

Conference Name

Enter conference name

Date

YYYY-MM-DD

Location

Enter venue/location

Prepared by

Your name

Budget Breakdown

Category	Description	Estimated Cost	Actual Cost
Venue	Venue rental, AV, etc.		
Catering	Meals, snacks, beverages		
Speakers	Fees, travel, accommoda		
Marketing	Promotion, ads, materials		
Supplies	Name tags, handouts, etc		
Transportation	Shuttle, transfers		
Accommodation	Hotel, lodging for staff/spe		
Other	Miscellaneous expenses		
Total			

Expected Income

Source	Description	Estimated Amount	Actual Amount
Registration Fees	Attendee fees		
Sponsorship	Company sponsors		
Exhibitors	Exhibition fees		
Other	Other income sources		
Total			

Summary

Estimated Net

Actual Net

Notes:

- Fill in all estimated and actual costs as planning progresses.
- Compare estimated and actual values to monitor budgeting accuracy.
- Use the notes section below for reminders or special considerations.

Additional Notes

Enter any notes or reminders