

# Sample Conference Budget Planning Sheet

Event Name	Date	
Venue	Location	

## Estimated Income

Source	Details	Amount (\$)
Registration Fees		
Sponsorship		
Exhibition Fees		
Other Income		
<b>Total Income</b>		

## Estimated Expenses

Category	Details	Amount (\$)
Venue Rental		
Catering		
Audio/Visual		
Speakers/Presenters		
Printing & Materials		
Marketing/Promotion		
Travel & Accommodation		
Decor/Signage		
Insurance		
Contingency		
Other		
<b>Total Expenses</b>		

## Summary

Total Income	
Total Expenses	
Surplus / Deficit	

**Notes:**

- This sheet can be customized according to your event's needs.
- Add more categories/rows as required.
- Ensure amounts are updated regularly for accurate tracking.