

Sample Conference Budget Planning Sheet

Event Name		Date	
Venue		Location	

Estimated Income

Source	Details	Amount (\$)
Registration Fees		
Sponsorship		
Exhibition Fees		
Other Income		
Total Income		

Estimated Expenses

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

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.