

Simple Conference Budget Outline

Event Details

Event Name
Date
Location
Estimated Attendees

Budget Overview

Category	Estimated Cost	Actual Cost
Venue		
Catering		
Audio/Visual		
Speakers/Presenters		
Marketing & Promotion		
Printed Materials		
Supplies & Decorations		
Staffing		
Travel & Lodging		
Miscellaneous		
Total		

Notes

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