

# 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          |                |             |
| <b>Total</b>           |                |             |

## Notes