

Conference Budget Worksheet Template

Event Name

Event Date

Location

Prepared By

Estimated Revenue

Item	Quantity	Unit Price	Total
Registration Fees			
Sponsorship			
Exhibitor Fees			
Other (specify)			
Total Estimated Revenue			

Estimated Expenses

Item	Quantity	Unit Cost	Total
Venue Rental			
Audio/Visual			
Catering			
Speakers			
Travel & Accommodation			
Marketing/Promotion			
Materials/Supplies			
Other (specify)			
Total Estimated Expenses			

Summary

	Amount
Estimated Revenue	
Estimated Expenses	

Projected Net Surplus/Deficit	
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