

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 | |
|-------------------------------|--|