

**Budget for [Name of Program] - [Date of Program]**

Date Budget Prepared: \_\_\_\_\_ Budget prepared by: \_\_\_\_\_

**Totals**

**Revenue**

Tuition (per participant tuition X # of expected participants)				line 01
Industry Sponsorship - List by Company				line 02
1)				line 03
2)				line 04
3)				line 05
Other Grants				line 06
Other				line 07

**Total Revenue** add lines 01 to 07 = line 08

<b>Speaker/Organizer Expenses</b>	Accom & Meals column 1	Travel column 2	Honoraria column 3	
Speaker 1				add columns 1 to 3 = line 09
Speaker 2				add columns 1 to 3 = line 10
Speaker 3				add columns 1 to 3 = line 11
Speaker 4				add columns 1 to 3 = line 12
Planning Committee				add columns 1 to 3 = line 13
Organizing Staff				add columns 1 to 3 = line 14

**Total Speaker/Organizer Expenses** add lines 09 to 14 = line 15

**Operating Expenses**

AV Equipment Rental				line 16
AV Technician Fee				line 17
Venue Rental				line 18
Other Venue Expenses				line 19
Catering (cost per delegate X # of expected delegates)				line 20
Brochure Printing & Design				line 21
Mailing Labels				line 22
Postage				line 23
Handbook / Course Materials				line 24
Photocopying				line 25
Other (specify)				line 26
1)				line 27
2)				line 28
3)				line 29

**Total Operating Expenses** add lines 16 to 29 = line 30

**Total Expenses** add lines 15 and 30 = line 31

**Net Income (Loss)** subtract line 31 from 8 = line 32