

# Conference Budget Template

<b>Event Title</b>		<b>Dates</b>	
<b>Projected # of Attendents</b>		<b>Location</b>	

	<b>Projected Subtotal</b>	<b>Actual Subtotal</b>	<b>Actual Subtotal</b>	

<b>Category</b>	<b>Projected Subtotal</b>	<b>Actual Subtotal</b>	<b>Actual Subtotal</b>	<b>Comments</b>
<b>Venue</b> Subtotals				
Location Rental				
Equipment Rental				
Additional Tables/Chairs				
AV Equipment				
AV Staff				
Venue-Specific Staff				
Venue-Specific Catering				
Wi-Fi				
Venue Tech Support				
Security				
<b>Decor</b> Subtotals				
Linens				
Lighting				
Additional Signage				
Additional Furniture				
Additional Decorative Items				
<b>Food/Beverage</b> Subtotals				
Food				
Beverage				
Catering Staff				
Bar				
Additional Bar Storage				
Additional Coffee Cart				
Takeaway Food/Beverage				
<b>Event Programming</b> Subtotals				
Speakers				
Performers				
Video Production				
Presentation Graphics				
Interpreters				
<b>Extra Entertainment</b> Subtotals				

Music/DJ				
Gaming Rentals				
Additional Rentals				
<b>Travel</b>	Subtotals			
Transportation				
Lodging				
Per Diem				
<b>Guest Services</b>	Subtotals			
Transportation				
Accomodation				
Storage				
Charging Stations				
Swag				
Giveaways				
<b>Registration</b>	Subtotals			
Software				
ID Production				
Signage				
<b>Communication</b>	Subtotals			
Mobile App				
Printing/Fabrication				
Additional Signage				
Packets				
Flyers				
Maps				
Schedules				
Event Materials				
<b>Public Relations</b>	Subtotals			
Announcements				
Graphics				
Press Releases				
<b>Marketing</b>	Subtotals			
Email Marketing				
Surveys				
Video Production				
Photography				
Design				
Printing				
Postage/Shipping				

<b>Social Media</b>	Subtotals				
Twitter					
Facebook					
Pinterest					
Instagram					
Google+					
LinkedIn					
Snapchat					
<b>Advertising</b>	Subtotals				
Online					
Print					
Outdoor					
Radio					
Television					
Postage/Shipping					
<b>Sponsors</b>	Subtotals				
Acquisition					
Communication					
Complimentary Passes/Tickets					
Thank You Gifts					
<b>Logistics</b>	Subtotals				
Insurance					
Contracts					
Permits					
<b>Other</b>	Subtotals				

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