

Event Budget Planning Worksheet

Event name _____

Agent or Chair of Event _____

Date of Event _____ Estimated number of participants _____

Event Costs	Est. Total	Est. cost per participant
Advertising	_____	_____
Conference Service Fees	_____	_____
Credit/Debit Card Fees	_____	_____
Educational Materials	_____	_____
Equipment Rental Costs	_____	_____
Name Tag Costs	_____	_____
Postage Costs	_____	_____
Printing Costs	_____	_____
Facility Rental Costs	_____	_____
Speaker Fees	_____	_____
Supplies	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Total Est. Costs	_____	_____
Suggested Participant Fee	_____	_____

Notes _____

