

SAMPLE BUDGET WORKSHEET

Attendance: 0

	Unit	Unit Cost	Number of Units	Cost
REVENUE				
Registration Fees	per registrant	\$0	0	\$0
Exhibitor Fees	per exhibitor	\$0	0	\$0
Corporate Donations/Sponsorships*	per donation/sponsorship	\$0	0	\$0
TOTAL REVENUE (Sum of Revenue)				\$0
EXPENSES				
Organizing Committee Expenses	per event/per person on committee	\$0	0	\$0
Conference Administration	per event/per registrant	\$0	0	\$0
Marketing	per event/per registrant	\$0	0	\$0
Facility Rental	per event/per room/per square foot	\$0	0	\$0
Fixed Program Costs (Registration, Tours, Entertainment, Speakers)	per event	\$0	0	\$0
Variable Program Costs (Registration, Tours, Entertainment, Speakers)	per registrant	\$0	0	\$0
A/V Equipment	per room per day	\$0	0	\$0
Local Transportation Costs (Shuttles, Field Trips)	per event/per registrant	\$0	0	\$0
Meals (Breaks, Breakfasts, Lunches, Dinners, Receptions)	per registrant	\$0	0	\$0
Proceedings	per copy	\$0	0	\$0
Exhibits (Administration and Set-Up)	per exhibitor	\$0	0	\$0
Complimentary Registrations	per registrant	\$0	0	\$0
Other		\$0	0	\$0
G-I Development Fee (10% TOTAL REVENUE)				\$0
TOTAL EXPENSES (Sum of EXPENSES)				\$0
SURPLUS (TOTAL REVENUE - TOTAL EXPENSES)				\$0
Surplus to G-I				\$0
Surplus to Organizers** (SURPLUS - Surplus to G-I)				\$0

*Requires an existing, documented commitment to include in the budget.

**Identify non-profit organization(s) that will receive this money.