Proposed Budget Worksheet for Area Events

Event:
Date:
Location:
Event Chairperson:
Event Treasurer:

Meeting Space Rental Fee	_____
P.O. Box Rental Fee	_____
Checking Account Fee	_____
Postage/Communication	_____
Translation Fee	_____
Flyers/Registration Forms	_____
Badges/Ribbons/Banners	_____
Complementary Registrations	_____
Complementary Banquet/Meals	_____
Complementary Sleeping Rooms	_____
Hospitality	
Coffee_____	
Paper Products_____	
Food_____	
	_____
Travel for Speakers	_____
Other Expenses	_____
Total Expenses	_____
Estimated Attendance	_____
Expenses divided by attendance = projected registration fee	_____