

Sample Budget for the Educational Activity

Revenue Sources	Budgeted Amount
Registration Fees	\$
Exhibit Fees	
Sponsorship	
Other (Specify):	
Total Revenue	

Expense Categories	Budgeted Amount
Accreditation Fee: <i>Refer to the CSIM website for current fees</i>	\$
Accreditation Fee Repeating Event (Applies to each recurrence; contact info@csim.ca for more information) \$375 x # repeats (+HST)	
Accreditation Rush Fee (Applicable if complete package is submitted five weeks from event start date – contact the CSIM office for details)	
Administration	
Advertising & Promotion	
Audio Visual	
Catering	
Course Materials	
Facility Rental	
Management Fee (Communications Firm)	
Planning Committee Expenses	
Planning Committee Honoraria	
Postage & Handling	
Faculty Expenses	
Faculty Honoraria	
Shipping and Handling	
Other (specify):	
Total Expenses	
Net Surplus/Loss*	

Please list all organizations who are offering financial support to the educational program:

Sponsor name(s) <i>(list all or attach)</i>	TYPE OF SUPPORT		
	Financial support <i>Amount received or anticipated to receive:</i>	In-kind support <i>Amount received or anticipated to receive:</i>	Indicate if the sponsor is “For-profit” OR “Non-profit”

* If there is a shortfall between total revenue and total expenses, please detail how you intend to cover the difference?
