

Event Budget Planning Worksheet

Event or Program Name: _____

Agent or Specialist Managing Event: _____

Date of Event: _____

Estimated # of Participants:

	Estimated Event Costs	Estimated Minimum Cost per Participant
Event Costs:		
Advertising/Marketing Costs	_____	_____
Conference Service Fees	_____	_____
Credit Card Service Fees (3% of estimated credit card transactions)	_____	_____
Educational Materials	_____	_____
Equipment Rental Costs (Projectors, etc.)	_____	_____
Food and Beverage Costs (including Service Charges)	_____	_____
Internet Connection Fees	_____	_____
Long Distance Telephone Costs	_____	_____
Name Tag Costs	_____	_____
Postage Costs	_____	_____
Printing Costs (Brochures, etc.)	_____	_____
Facility Rental Costs	_____	_____
Speaker Fees	_____	_____
Supplies	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Minimum Costs Participant Fee Must Cover	_____	_____
Estimated Cost per Participant	_____	_____
(\$10.00 if costs < \$100 per Participant)	_____	_____
(10% if costs > \$100 per Participant)	_____	_____
Minimum Suggested Participant Fee	_____	_____