



BUDGET WORKSHEET

1. Personnel

	Budget	Actual	Difference
Keynote / Speaker Costs	<hr/>	<hr/>	<hr/>
Presenter Appreciation	<hr/>	<hr/>	<hr/>
Event Planning	<hr/>	<hr/>	<hr/>
Other: <hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

2. Operating

	Budget	Actual	Difference
Printing and Signage	<hr/>	<hr/>	<hr/>
Facility Rental	<hr/>	<hr/>	<hr/>
AV & Sound	<hr/>	<hr/>	<hr/>
Food & Beverages	<hr/>	<hr/>	<hr/>
Promotional Items	<hr/>	<hr/>	<hr/>
Supplies	<hr/>	<hr/>	<hr/>
Transportation	<hr/>	<hr/>	<hr/>
Advertising	<hr/>	<hr/>	<hr/>
Miscellaneous & Meeting Costs	<hr/>	<hr/>	<hr/>
Door Prizes	<hr/>	<hr/>	<hr/>
Administration	<hr/>	<hr/>	<hr/>
Other: <hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

3. Total Expenses

Budget	Actual	Difference
<hr/>	<hr/>	<hr/>