



## SAMPLE BUDGET

JOINT PROVIDER: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF ACTIVITY: \_\_\_\_\_

ACTIVITY DATE: \_\_\_\_\_

### PROGRAM REVENUE

MEMBER REGISTRATION FEES:	\$ _____
NON-MEMBER REGISTRATION FEES:	\$ _____
EXHIBIT FEES/ADVERTISING #_____	\$ _____
RECEPTION or BANQUET TICKET SALES:	\$ _____
OTHER:	\$ _____
<b>TOTAL REVENUE:</b>	<b>\$ _____</b>

### PROGRAM EXPENSES

<b>PRINTING/PROMOTIONAL MATERIALS:</b>	<b>\$ _____</b>
GENERAL CONFERENCE PRINTING/COPIES:	\$ _____
EVENT PROGRAM:	\$ _____
REGISTRATION BROCHURE:	\$ _____
EXHIBITOR PROSPECTUS:	\$ _____
TOTE BAGS:	\$ _____
<b>MAILING EXPENSES:</b>	<b>\$ _____</b>
<b>FACILITY/EVENTS/ONSITE EXPENSES:</b>	
SPEAKER FEES/HONORARIUMS:	\$ _____
LODGING & TRAVEL:	\$ _____
AUDIO/VISUAL:	\$ _____
EXHIBIT HALL RENTAL:	\$ _____
FOOD AND BEVERAGE:	\$ _____
OTHER:	\$ _____
<b>CME ACCREDITATION FEES:</b>	<b>\$ _____</b>
<b>OTHER:</b>	<b>\$ _____</b>
<b>TOTAL:</b>	<b>\$ _____</b>