Event Planning Budget Worksheet

Program Title		Date:	
Sponsoring Group:		Time:	
Co-Sponsors:		Est. Attendance:	

Fees / Honoraria

Speaker(s):	
Travel:	
Agency Fees:	

Meals / Lodging

Hotel	
Hospitality	
Meals	

Catering

Food	
Drinks	

Promotions

Posters	
Other	

Production

Security	
Sound/lights	
Room / setup fees	
Decorations	
Cleanup fees	

Other expenses