

Budget Template
Professional Association Conference Report

Below are the revenue and expense categories suggested for Conference along with tips on how to budget for each line. Overall, the budget amounts should incorporate past results with expectations for the future.

REVENUE

Registration fees	<i>Number of expected attendees multiplied by the registration fee for the upcoming year (1)</i>
Exhibitor fees	<i>Number of expected exhibitors multiplied by the fee for the upcoming year that will be charged to each (2)</i>
Miscellaneous	<i>Other income anticipated such as book sales, T-shirt sales, interest, sponsorships, etc.</i>

EXPENDITURES

Catering	<i>Cost of any catering costs for meals, nutrition breaks, etc. Look at last years and factor in expected attendees. If changing caterers get a quote. Don't forget tax and gratuity when budgeting.</i>
Committee expenses	<i>Number of meetings multiplied by the cost per meeting (3)</i>
Equipment	<i>Cost to rent or purchase equipment needed for the conference (i.e. microphone, speakers, video equip)</i>
Facilities	<i>Cost to rent facilities to hold conference. Factor in cost increases due to # of attendees or different venue</i>
Gifts/Prizes	<i>Number of prizes to be given multiplied by the max amount to spend per prize, presenter, committee gifts</i>
Hospitality/Reception	<i>Cost to hold a reception or hospitality room including food, entertainment, supplies, etc. Will be dependent on number of attendees.</i>
Miscellaneous	<i>Other anticipated costs of holding the conference</i>
Office	<i>Use actuals from previous years and add/subtract known changes for items such as printing, postage, etc.</i>
Presenters	<i>Should get a quote for main presenter factoring in all expenses that you will cover (travel, meals, accommodations, etc.) Also include cost of fees for other presenters.</i>
Supplies	<i>Use actuals from previous years and add/subtract known changes for items such as booths, name tags, etc.</i>

1. For number of attendees use actual from previous year unless there is a known expectation that there will be significantly more or less attendees in the upcoming year.

2. For the number of exhibitors use the actual amount from last year unless it is known that there will be more or less this year.

3. To determine the cost per meeting add up all the costs necessary to hold one meeting - travel of all committee members, meals, accommodations, rental of meeting space, etc.