

BUDGET (*Sample*)

REVENUE:

Registration Fees	\$\$\$
Sponsor	\$\$\$
Sponsor	\$\$\$
Non-industry funding	\$\$\$
etc...	
TOTAL	\$\$\$

EXPENSES:

Advertising	\$	200.00
Website development		700.00
Brochures		2,000.00
Postage		500.00
Envelopes		900.00
Labels		100.00
Accreditation		
Maintenance of Certification Section 1		300.00
Mainpro-M1		400.00
Syllabi		2,000.00
Name Tags		300.00
Faculty Accommodations		3,000.00
Faculty Transportation		650.00
Faculty Honouraria		5,000.00
Conference Planning Services		5,000.00
Conference Staff		500.00
Registration Services		475.00
Conference Room Rental		3,275.00
Audio-Visual Equipment		1,200.00
Breakfast		2,000.00
Refreshments		1,500.00
Lunch		4,000.00
TOTAL	\$	34,000.00