

AREA 75 - CONFERENCE BUDGET WORKSHEET

ATTACHMENT B

Submitted by:					
Date:	Estimated		Estimated		Estimated
	Quantity	@	Cost	=	Subtotals
					TOTALS
PRINTING/PUBLICITY					
Registration Flyers			\$		\$
Programs			\$		\$
Postage			\$		\$
Posters/Signs			\$		\$
					\$
REGISTRATION/OFFICE SUPPLIES					
Name Badges/Holders			\$		\$
Envelopes			\$		\$
Pens/Miscellaneous			\$		\$
MEASURER/SECRETARY					
PO Box Rent			\$		\$
Treasurer's Room			\$		\$
Copies			\$		\$
Postage			\$		\$
Checks/Bank Charges			\$		\$
Miscellaneous			\$		\$
					\$
MEAKERS/GUESTS					
Travel			\$		\$
Rooms			\$		\$
Meals			\$		\$
					\$
ENTERTAINMENT/DECORATIONS					
DJ/Band			\$		\$
Banners			\$		\$
Flowers			\$		\$
					\$
MISCELLANEOUS/OTHER COSTS					
(Specify on back)					\$
			SUBTOTAL:		\$
			RESERVE	+ 10% of Subtotal:	\$
			GRAND TOTAL-EXPENSES:		\$
Estimated Number of Attendees =	#				
Cost Per Attendee =	\$				
(Divide Total Expenses by Estimated # of Attendees)					
Suggested Registration Fee =	\$				
Revenues Expected =	\$				
(Registration Fee x # of Attendees)					