

Conference/Workshop/Meeting Budget Planning Worksheet

Quantity	ITEM	COSTS	
		Fixed	Variable
PRINTING/GRAPHICS/PHOTOCOPYING			
	Registration brochure design/layout		
	Brochure printing		
	Proceedings/program		
	Workshop notes		
	Name badge inserts (printed)		
	Labels or printing for folders		
	Signs, posters		
	Participant lists		
	Evaluation forms		
	Confirmation letters		
	Misc. registration materials		
	Misc. photocopying		
	Call for papers		
	Exhibitor solicitation		
	SUBTOTAL		
MAILING			
	Call for papers		
	Registration brochure mailing		
	Exhibitor solicitation		
	Mailing service labor		
	Confirmation postage		
	Post conference material		
	Miscellaneous		
	SUBTOTAL		
FOOD & BEVERAGE			
	Breakfasts		
	Luncheons		
	Dinners/banquets		
	Refreshment breaks		
	Hospitality functions		
	% Gratuity/service charge		
	Tax		
	SUBTOTAL		

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TRAVEL & PER DIEM			
	SPEAKERS travel		
	lodging		
	per diem		
	STAFF travel		
	lodging		
	per diem		
	SUBTOTAL		
AUDIO-VISUAL			
	Slide projector		
	Overhead projector		
	VCR and monitor		
	LCD display panel for overhead		
	Microphones/mixers		
	AV carts		
	Screens		
	SUBTOTAL		
MEETING ROOM RENTAL			
	General session		
	Breakouts		
	Other		
	SUBTOTAL		
TRANSPORTATION			
	Bus/van rental		
	Other		
	SUBTOTAL		
REGISTRATION MATERIALS			
	Envelope/folder		
	Name badge (with insert)		
	SUBTOTAL		

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MISCELLANEOUS EXPENSES			
	Complimentary registrations		
	Honorariums, speaker fees		
	Misc. office supplies		
	Specialty items		
	Telephone charges		
	Equipment rental		
	Temporary help		
	Administration charge		
	SUBTOTAL		
	FIXED COST SUBTOTAL		
	10% contingency		
	<i>Net Profit Desired</i>		
	TOTAL		
PROJECTED NON-REG REVENUE			
	Grants		
	Sponsorships		
	Other		
	Subtotal		
	NET FIXED EXPENSES (Total Fixed Expenses - NonReg revenue)		
	NET VARIABLE EXPENSES		
1	Enter your estimated BREAKEVEN ATTENDANCE		
2	Divide the NET FIXED EXPENSES by the estimated attendance to obtain your FIXED COST PER PERSON		
3	Enter NET VARIABLE EXPENSES (this is the VARIABLE COST PER PERSON)		
	Add lines 2 and 3 to obtain the TOTAL COST PER PERSON		

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Your registration fee should equal or exceed the TOTAL COST PER PERSON. The TOTAL COST PER PERSON will vary depending on the estimated BREAKEVEN ATTENDANCE, because a lower breakeven attendance will result in a higher FIXED COST PER PERSON, and vice versa.

TERMS

Fixed costs	Costs that will not be affected by the number of people who register for or attend the meeting. (No matter how many people register, these costs will remain the same.)
Variable costs	Costs that will vary according to the number of people who register/attend (i.e. <i>per person</i> costs).
Breakeven attendance	The number of paid registrations that are needed in order to pay for all fixed costs.