

Event name: Date: By:

	Item	EXPENDITURE	BUDGET	SPONSORSHIP	ACTUAL	VARIANCE
PRE-EVENT COSTS						
PLANNING						
Site Inspection	Travel/fares					
	Transfers					
	Accommodation					
	Meals					
	Other					
Executive	Travel/fares					
	Transfers					
Meetings	Accommodation					
	Meals					
	Room hire/equipment					
	Other					
Committee	Travel/fares					
Meetings	Transfers					
	Accommodation					
	Meals					
	Room hire/equipment					
	Other					
PRE-EVENT						
Executives/Staff	Travel/fares					
	Transfers					
	Accommodation					
	Meals					
	Out-of-pocket expenses					
	Other					
PRINTING						
Artwork/Design	Logo/theme					
	Flyers/mailers					
	Letterheads					
	Envelopes					
	Posters					
	Media releases					
	Other					
Printing Costs	Letterheads					
	Envelopes					
	Acknowledgement cards					
	Flyers/mailers					
	Announcements					
	Registration forms					
	Media releases					
	Special invitations					
	Programs					
	" preliminary					

Events Budget Planner (continued)

Item		EXPENDITURE	BUDGET	SPONSORSHIP	ACTUAL	VARIANCE
	" final					
	" pocket					
	" recreational					
	" accompanying persons					
	Registration booster					
	Working/technical papers					
	Name tags and holders					
	Room welcomes					
	Banquet menus					
	Ballot papers					
	Banners/posters					
	Delegate note pad					
	Tickets					
	Delegate pens					
	Other giveaways					
VENUE COSTS						
	days @ \$	Room Hire				
	days @ \$	Secretariat Room Hire				
	days @ \$	Press Room Hire				
	days @ \$	Executives' Room Hire				
	days @ \$	Trade Exhibition Room Hire				
	days @ \$	Other Room Hire				
	days @ \$	Trade Exhibition Set-up				
	days @ \$	Display and Booth Hire				
PUBLICITY						
Advertising		Artwork/design				
		Media insertion costs				
		Agency fees				
		Banners/sign writing				
Public Relations		Press kits				
		Press releases				
		P.R. consultancy fees				
		Photography				
		Signs and banners				
		Travel/fares				
		Accommodation				
		Miscellaneous				
STAGING						
		Lighting				
		Audio-visual equipment				
		Projectors				
		Operator fees				
		Screens				
		Microphones				
		Sound recorders				
		Video recorders				
		Loudspeakers				
		Multi-lingual translators				
		Black/white boards				
		Lectern(s)				

Events Budget Planner (continued)

	Item	EXPENDITURE	BUDGET	SPONSORSHIP	ACTUAL	VARIANCE
	Dais/catwalks					
	Banners and signs					
	Decoration					
	Power/lighting outlets					
	Electrician					
	Miscellaneous					
SECRETARIAT OFFICE						
	Professional consultant fee					
	Postage					
	Computer registration					
	Office staff wages					
	Office furniture hire					
	Telephone hire					
	Courier					
	Non-printed stationery					
Postage	Preliminary programs					
	Final programs					
	Registration acknowledgments					
COMMUNICATIONS						
	Telephone calls					
	Cables/fax					
MISCELLANEOUS						
	Petty cash					
	Travel					
	Incidentals					
SPECIAL COSTS						
	Insurance					
	Guest/speakers' gifts					
	Room decoration					
	Freight charges					
TOTAL PRE-EVENT COST						