

BUDGET PLANNING WORKSHEET

Here is a sample worksheet to set your project budget.

If your totals do not match, you may need to adjust your program accordingly.

ANTICIPATED EXPENSES

Facilities Rental	\$_____
Food	_____
Facility	_____
Publicity	_____
Speaker Fees / Honorariums	_____
Supplies	_____
Technical Support	_____
Travel	_____
Security	_____
Films License or Permits	_____
Registration fees	_____
Other	_____
*TOTAL	\$_____

ANTICIPATED INCOME

Admission Fees	\$_____
Co-Sponsors (please list below)	
Anticipated Co-Sponsor Income	_____
_____	_____
_____	_____
_____	_____
Other Income	_____
*TOTAL	\$_____