

Workshop Budget Planning

Revenue

	Projected attendance	Registration Fee	Total Reg
Registration fees			0
Sponsorships			
Other revenue (describe)			
SUBTOTAL REVENUE			0

Expenses

	Projected total #	Catering Cost PP	Total Catering
Catering (for attendees, speakers, organizers, etc.)			0
Speaker 1 honorarium			
Speaker 1 travel (IRS mileage or airfare via coach)			
Speaker 1 hotel			
Speaker 1 per diem (\$50/day w/overnight stay)			
Speaker 2 expenses			
Speaker 2 travel (IRS mileage or airfare via coach)			
Speaker 2 hotel			
Speaker 2 per diem (\$50/day w/overnight stay)			
Handouts production			
Audiovisual			
Other expenses			
SUBTOTAL EXPENSES			0

Projected net revenue

(Goal is 10% of Subtotal Revenue)

0