

**Sample Seminar Budget Guidelines Worksheet**

PROGRAM EXPENSE

*Speakers' expenses and honorariums* \$ \_\_\_\_\_  
*Speakers' gifts* \$ \_\_\_\_\_  
*A/V rentals* \$ \_\_\_\_\_  
*Postage* \$ \_\_\_\_\_

PROMOTION

*Paid advertising* \$ \_\_\_\_\_  
*Brochure printing* \$ \_\_\_\_\_  
*Mailings* \$ \_\_\_\_\_

REGISTRATION

*Printing* \$ \_\_\_\_\_  
*Postage* \$ \_\_\_\_\_  
*Roster preparation* \$ \_\_\_\_\_  
*Packets/goody bags* \$ \_\_\_\_\_

FACILITIES

*Food and beverage* \$ \_\_\_\_\_  
*Meeting space rental* \$ \_\_\_\_\_  
*Social functions* \$ \_\_\_\_\_  
*Decorations* \$ \_\_\_\_\_