



CITY CENTER:  
PROGRAM:  
BUDGET WORKSHEET

Program Topic:  
City Center:  
Program Location

Program Date & Time: Attendance:  
Professional members:  
Affiliate members:  
Student members:

Industry members:  
Members of allied organizations:  
Unaffiliated:

IIDA EXPENSES

Remarks  
Catering, including gratuity =

Room and A/V equipment cost  
Room rental =  
Equipment =  
SUB-TOTAL =

Reproduction costs  
Program, handouts =  
SUB-TOTAL=

Speaker  
Fee/Honorarium  
Travel/Lodging  
SUB-TOTAL =

Miscellaneous cost  
Graphics =  
Telephone =  
Postage =  
SUB-TOTAL=

TOTAL EXPENSES = \$

INCOME

Member collections  
Non-member  
Sponsor(s)  
Miscellaneous

TOTAL INCOME = \$

Projected Event Results: