

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 \$ _____