

Instructions: Fill in the yellow cells to prepare budget; Fill-in actuals in blue cells later, if desired

Event Costing and Budget Worksheet

Name of event:	
Date of event:	

Budget

Expenses	Expense		Actuals Expense	
Audiovisual		\$0		\$0
Awards/Prizes		\$0		\$0
Catering	<i>Cost per person:</i>	\$0	\$0	\$0
Venue		\$0		\$0
Transportation/Courier		\$0		\$0
Speaker fee		\$0		\$0
Printing		\$0		\$0
Office Hours	0	\$50	\$0	\$0
Other - please indicate		\$0		\$0
<i>Sub-Total Expenses</i>		\$0		\$0
<i>GST</i>		\$0		\$0
<i>PST</i>		\$0		\$0
Total Expenses		\$0		\$0

Registrations	Registration fee:	# of Reg	Revenue	# of Reg	Revenue
Member early bird fee	\$ 1.00	0	\$0	0	\$0
Regular member fee	\$ 1.00	0	\$0	0	\$0
Non-member fee	\$ 1.00	0	\$0	0	\$0
Student member fee	\$ 1.00	0	\$0	0	\$0
Board member cost fee	\$ 1.00	0	\$0	0	\$0
Table/group fee	\$ 1.00	0	\$0	0	\$0
<i>No. people per table/group:</i>		8			
<i>No. of tables:</i>		0		0	
Other fee	\$ 1.00	0	\$0	0	\$0
Complimentary Tickets	\$ -	0	\$0	0	\$0

Sub-total:	<i>Total Attendees:</i>	0	\$0	0	\$0
GST			\$0		
Net Registration Revenue			\$0		
Sponsorship	\$ -		\$0		\$0
Total Revenue	<i>Total Paid Attendees:</i>	0	\$0	0	\$0
Net Surplus/(Loss) *			\$0		\$0

*Includes PST but excludes GST

Breakeven analysis

Estimated number of registrations	1
Blended registration fee	\$ 1.00
Total expenses less sponsorship	\$0.00
# attendees needed to break even	0

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