

Leadership Development

Budget Planning Worksheet

Number of anticipated participants: _____ Available Budget: _____
 (registration fees plus amount budgeted)

Total Expenses: _____
Speakers/Conference Leaders _____
 (mileage, meals, lodging, resources, and honorarium)

Guest	Mileage	Meals	Lodging	Resources	Honorarium

Meeting Space _____
 (rental fees, cleaning fees, security fees, sound technician fees, other)

Rental fees	Cleaning fees	Security fees	Sound Tech.		

Meals and Breaks _____
 (cost to prepare or cater food for number of participants, cost of breaks/fellowship food, cost of paper goods)

Meal cost per person (X) # of Participants	Break cost per person (X) # of Participants	Paper Goods			

Promotion/Publicity _____
 (flyers, brochures, postage, ads, other)

Flyers	Postage	Ads			

Registration _____
 (Name tags, registration cards, gifts/door prizes, bags, other)

Name Tags	Reg. Cards	Prizes/Gifts	Bags	Supplies	Other