

SAMPLE

▶ CHAPTER CONVENTION BUDGET

REVENUE

	TOTAL	NOTES
Exhibit revenue		
Sponsorships and Contributions		
Guest Program (optional)		
TOTAL Revenue	\$0.00	

EXPENSES

	TOTAL	NOTES
Administrative items		
Travel		
Miscellaneous	\$0.00	
Exhibitor Convention Registration (optional)		
Electrical outlets (optional)		
Decorator fees		
Administrative fee		
Audiovisual equipment (if applicable)		
Food for exhibit area (optional)		
Exhibits	\$0.00	
Registration		
Signage		
Recognition items		
Fundraising/Sponsorship	\$0.00	
Food		
Beverages: bartender/cashier fees		
Opening Reception	\$0.00	
Facility fee (if applicable)		
Food		
Beverages		
Bartender fees		
Audiovisual equipment (if needed)		
Electrical needs (if needed)		
Entertainment (optional)		
Decorations (optional)		
Transportation (optional)		
Concrete Mixer	\$0.00	
Guest Hospitality (Sunday–Wednesday)		
Tour costs (shown as revenue and expense)		
Guest Program	\$0.00	
Student Lunch		
Competitions		
Miscellaneous		
Student Program	\$0.00	
Giveaways		
Printing		
Postage		
Miscellaneous		
Publicity	\$0.00	
TOTAL Expenses	\$0.00	
Less Revenue	\$0.00	
Net Gain/Loss	\$0.00	