

Budget Planning Worksheet

Anticipated Expenses:

Facilities Rental (Chairs, Set-Up)	\$ _____
Food & Beverages	\$ _____
Printing	\$ _____
Lodging, if necessary	\$ _____
Publicity	\$ _____
Speaker Fees/Honoraria	\$ _____
Supplies	\$ _____
Media Services	\$ _____
Travel	\$ _____
Security	\$ _____
Film Licenses or Permits	\$ _____
Registration Fees	\$ _____
Other Expenses	\$ _____
 *TOTAL EXPENSES	 \$ _____

Anticipated Income:

Co-Sponsorships	\$ _____
Grants	\$ _____
Home Department Contribution	\$ _____
UDR Funding	\$ _____
Other Income	\$ _____
 *TOTAL INCOME	 \$ _____

***If your totals do not match, you should adjust your program accordingly.**