

**Name of Regional:  
Date of Regional:  
Budget Worksheet**

Notes	Quantity	Price	Total
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**INCOME**

**Meeting & Mart**

Pre-Registration			\$0
Early Bird-Pre-Registration			\$0
On-site Registration			\$0
Early Bird-On-site Registration			\$0
Comp			\$0
Public Day Entry			\$0
Other			\$0

\$0

**Tables**

Pre-Registration			\$0
Onsite Table Registration			\$0
Comp			\$0
Discount			\$0
Electric Hookup			\$0
Other			\$0

\$0

**Banquet**

Pre-Registration			\$0
On-site Registration			\$0
Comp			\$0
Other			\$0

\$0

**Other Income**

Hospitality (tip jar)			\$0
Co-host Contribution			\$0
NAWCC Memberships			\$0
Sponsorships			\$0
Donations			\$0
Live Auction			\$0
Silent Auction			\$0
Hotel Room Night Rebates			\$0
Regional & Visitor Bureau Rebate			\$0
Tours			\$0
Workshops			\$0

\$0

<b>Budgeted Income</b>					<b>\$0</b>
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**EXPENSES**

**Advertising**

Print-NAWCC Ads			\$0
Print-Other			\$0
Media			\$0
Website Development / Social Media Posts			\$0
Other			\$0

\$0

**Rent**

Facility			\$0
Tables			\$0
Parking			\$0

\$0

**Registration**

Office Supplies			\$0
Badges/holders			\$0
Postage & Delivery			\$0
Registration Supplies			\$0
Registration Printing			\$0
Credit Card Fees			\$0

\$0

**Mart Setup**

Table - Rentals			\$0
Chair - Rentals			\$0
Table Covering, Pipe & Drape, Ropes			\$0
Carts			\$0
Mart Electrical Connections			\$0

\$0

**Insurance**

Exhibit			\$0
Liability			\$0
Other			\$0

\$0

**Education Setup (Exhibits, Lectures, Workshops)**

Lecture Costs/Posters/Signs			\$0
Exhibit Costs/Posters/Signs			\$0
Lecture A/V			\$0
Workshop Costs			\$0
Exhibit Supplies & Construction			\$0
Exhibit Packing & Transportation			\$0
Craft Contest Supplies & Construction			\$0
Supplies/Construction/Transportation			\$0
Photography/Video/Editing			\$0
Other			\$0

\$0

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**Banquet**

Food			\$0
Banquet Table Gifts and Door Prizes			\$0
Banquet Grand Prize			\$0
Banquet Entertainment			\$0
Other			\$0

\$0

**Printing**

Schedule of Events Brochure			\$0
Flyers (Public)			\$0
Signage			\$0
Other			\$0

\$0

**Other**

Security			\$0
Hospitality Area			\$0
NAWCC Memberships			\$0
Pre-Regional Reception (w/Board Rep)			\$0
Post Regional Clean-up			\$0
Committee Costs			\$0
Committee/Security Identification (hat, vest)			\$0
Auction Costs/Auctioneer			\$0
Fire Inspection Fee/Permits			\$0
Other			\$0

\$0

<b>Expenses before Contingency</b>			\$0
<b>Plus 10% Contingency</b>			\$0

<b>Budgeted Expenses</b>				\$0
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<b>Budgeted NET Income</b>				\$0
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**Allocation:**

Host Chapter		Percentage	0%	\$0
Co-host Chapter		Percentage	0%	\$0
			0%	\$0