

BUDGET WORKSHEET FOR EVENTS

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Name of Regional/National:

Date of Regional/National:

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

Budgeted Income				\$0
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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
Expenses before Contingency			\$0
Plus 10% Contingency			\$0
Budgeted Expenses			\$0
Budgeted NET Income			\$0

\$0

Allocation:

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