

Budget Planner

Your meeting budget is an estimate of anticipated income and expense for your meeting. This plan has been developed to make your event a success.



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Name of Meeting/Event	
Date of Meeting/Event	
No. of Participants	
No. of Meeting Rooms	
Classroom	
Lecture Theatre	
Gymnasium	
No. of Residence Rooms	
<small>single/double occupancy @ \$74.95 + app. taxes</small>	
Transportation	
Air	
Ground	
Food & Beverage	
Breakfast	
Lunch	
Breaks (AM & PM)	
Dinner	
Buffet	
Plated	
Receptions (Bartender)	
Hospitality (Bartender)	
Other	
Audio/Visual	
Equipment Rental	
Labour/Set-up	
Print Materials	
Name Badges	
Programs	
Signage/Flyers	
Stationary & Envelopes	
Administration	
Telephone	
Shipping	
Clerical Wages	
Postage	
Extra Gratuities	
Recreation	
Entertainment/Tours	
Guides/Admission Fees	
Speaker Fees & Expenses	
Misc. (10% Service Charge)	
Total Expenses	

Revenue Items



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Registration Fees	
Full Registration	
Partial Registration	
Exhibitor Fees	
Sponsorship	
Total Revenue	
Total Revenue	
- Total Expenses	
Profit/Loss	