



NVON Annual Conference Budget Planner

Date/Year				
State				
Income				
# Registered				
Registration Fee				
Room Rate				
# of Rooms Booked				

Expenses				
Meeting Rooms/Extras				
Meals Included in Registration				
Sleeping Rooms & Meals for Speakers and/or Presenters				
Speakers/Entertainment				
Registration Supplies				
Postage/Phone				
Printed Programs				
Classes/Workshops				
Audio/Visual				
Publicity/Printing				
Decorations/Favors				
Gifts to Presenters, etc				
State Day/Welcome Reception				
Misc.				
Total				

Projected Funds:

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \#Participants\ Expected & \times & Registration\ Fee & = & SubTotal & + & Donations & = & Projected\ Funds
 \end{array}$$