

Date:

## ACTIVITY BUDGET

Event:

Expenses	Budget	Actual	Comments	Income	Budget	Actual	Comments
<b>Faculty Honoraria &amp; Travel</b>				<b>Registration Fees</b>			
				Participants @ \$	\$0.00	\$0.00	
				Participants @ \$	\$0.00	\$0.00	
				Participants @ \$	\$0.00	\$0.00	
				<b>Registration Fee Sub-total</b>	<b>\$0.00</b>	<b>\$0.00</b>	
				<b>Commercial Support</b>			
<b>Faculty Sub-Total</b>	<b>\$0.00</b>	<b>\$0.00</b>					
<b>Marketing</b>							
Mail Lists							
Save the Date Cards							
Brochure							
Postage							
Advertisements							
Other							
<b>Marketing Sub-Total</b>	<b>\$0.00</b>	<b>\$0.00</b>					
<b>Meeting Space &amp; Logistics</b>							
Meeting Room Rental							
Audio Visual Tech Support							
Audio Visuals							
Catering				<b>Commercial Support Sub-Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Syllabus - Design & Printing							
Supplies							
Furniture/Equipment Rental							
Facility/Housekeeping Fees				<b>Other</b>			
Other - Parking							
<b>Space/Logistics Sub-Total</b>	<b>\$0.00</b>	<b>\$0.00</b>					
<b>CME Fees</b>							
CME Fee							
Certificate Fee							
<b>CME Fees Subtotal</b>	<b>\$0.00</b>			<b>Other Sub-Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Sub-Total Expenses:</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>Sub-Total Income:</b>	<b>\$0.00</b>	<b>\$0.00</b>	
			<b>Net Gain or (Loss)</b>	<b>\$0.00</b>			