

Conference Meeting Budget Summary Form

Conference Name

Enter conference name

Date

MMDD/YYYY

Location

Enter location

Organizer

Enter organizer name

Contact Details

Enter contact info

Budget Details

Item/Category	Estimated Cost	Actual Cost
Venue Rental		
Catering		
Audio/Visual Equipment		
Travel & Accommodation		
Marketing & Promotion		
Speaker Fees/Honorarium		
Office Supplies/Printing		
Other (please specify):		

Summary

Total Estimated Budget	
Total Actual Expenses	
Variance (Estimated - Actual)	

Comments/Notes

Add any additional remarks, explanations, or notes here...

Important Notes:

- This form provides a quick overview of estimated and actual costs for conference-related expenses.
- It assists in budget planning, financial monitoring, and post-event analysis for future improvements.
- Be as specific as possible for each item/category; add more rows if necessary.
- Keep supporting documents or receipts for auditing and record-keeping purposes.
- Review and update the form as costs are finalized before and after the event.

