

Virtual Meeting Expenses Budget Template

Meeting Title:	Quarterly Strategy Virtual Conference
Date:	August 22, 2024
Organizer:	Acme Corp
Estimated Participants:	100

Budget Breakdown

Expense Category	Details	Estimated Cost (USD)
Video Conferencing Platform	Subscription/pro license for 1 month	150
Technical Support	On-call technician during event	75
Speaker Fees	3 external speakers	900
Digital Materials	eBooklets, reports, downloadable files	60
Participant Engagement	Digital prizes, polls, quizzes	80
Promotion	Email marketing & invitations	50
Recording & Archiving	Cloud storage, editing	40
Contingency (10%)	Unexpected expenses reserve	135
Total Estimated Budget		1,490

Important Notes

- Adjust expense categories and amounts to fit your specific meeting needs and size.
- Consider platform capacity, features, and participant tech support requirements.
- Always allocate a contingency budget for unexpected needs or technical issues.
- Document all actual expenses for accurate future budgeting and transparency.
- Share the finalized budget with key stakeholders for approval and feedback.