## **Proposed Project Budget:**

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| --- | --- | --- |
| **Budget Category** | **Item(s)** | **Estimated Cost** |
| Audio Visual (A/V) Rental |   |   |
| Catering/Food |   |   |
| Event Space Rental |   |   |
| Facilities (Set-Up, Custodial) |  |  |
| Furniture and/or Linens Rental |   |   |
| Lodging Expenses |  |  |
| Printing Costs (Event program, speaker biographies, etc.) |  |  |
| Promotional Costs (advertising) |  |  |
| Speaker or Consultant Fee |   |   |
| Supplies |   |   |
| Technician fees |   |   |
| Travel & Expenses |   |   |
| Other (describe below) |     |     |

**Total Estimated Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**