

CME EVENT BUDGET WORKSHEET		
Name of Event:		
Date(s) of Event:		
REVENUE	BUDGETED AMOUNT	ACTUAL AMOUNT
<i>Registration Fees:</i>		
# of registrations @ \$ _____		
# of registrations @ \$ _____		
# of registrations @ \$ _____		
<i>Educational Grants from Commerical Sources:</i>		
Funds from company A		
Funds from company B, etc.		
<i>Funding from other grants or sources</i>		
List		
SUBTOTAL	0.00	0.00
EXPENSES	BUDGETED AMOUNT	ACTUAL AMOUNT
<i>Instructional expenses (fixed):</i>		
Stipends, honoraria etc		
Instructor's material		
Room rental		
Custodial services		
A/V support and/or equipment		
Other course development expenses		
Travel or Accomodation expenses for speakers		
<i>Administrative expenses (fixed):</i>		
Application Fee for CME study credits		
Advertising and promotion (e.g. brochure printing)		
Mailing list rental		
Postage		
Photocopying		
Conference participant packages		
Cost of supplementary staffing		
Cost of preparation of summary evaluation report		
Staff travel costs		
Long-distance telephone/fax		
SUBTOTAL		
<i>Participant expenses (variable):</i>		
Registration kits, name tags		
Receipts, postage, envelopes		
Catering, if included		
Parking, if included		
TOTAL EXPENSES	0.00	0.00
BALANCE: Surplus versus Loss	0.00	0.00