

Event Budget for SCANN Conference 2016

Expenses

	Estimated	Actual
Total Expenses	\$33,170.02	\$34,985.73

	Estimated	Actual
Site		
Room and Hall fees	\$29,000.00	\$29,456.80
Audio Visual	\$2,269.10	\$2,555.30
Equipment	included	
Tables and chairs	included	
Totals	\$31,269.10	\$32,012.10

Publicity		
Printing	\$530.00	\$514.65
Business Cards		
Postage/ Mailing		
Totals	\$530.00	\$514.65

Miscellaneous		
T-shirts	\$2,000.00	\$1,555.85
Parking	N/A	
Stationery supplies	N/A	
Fax services	N/A	
Totals		\$1,555.85

	Estimated	Actual
Refreshments		
Food	Included	
Drinks	Included	
Linens	Included	
Staff and gratuities	Included	
Totals	\$0.00	\$0.00

Program		
Keynote Speaker Honorarium		
Speaker Honoraria	\$600.00	\$500.00
Keynote Speaker Travel	N/A	
Keynote Speaker Hotel		
Totals	\$600.00	\$500.00

Prizes		
Awards	\$290.92	\$173.13
Donation to Sponsored Org	\$300.00	
Vendor Gifts	\$180.00	\$230.00
Totals	\$770.92	\$403.13

Event Budget for SCANN Conference 2016

Income

	Estimated	Actual
Total income	\$33,460.00	\$39,478.09

Admissions

Estimated	Actual		Estimated	Actual
160	191	Attendees	\$105-\$165	
			\$22,400.00	\$25,863.81
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Exhibitors/vendors

Estimated	Actual		Estimated	Actual
		Grant/Award @	\$0.00	\$0.00
18	23	Vendors @	\$500-\$1000	\$11,320.90
			\$9,060.00	\$11,320.90

Miscellaneous

	Estimated	Actual
T-shirts	\$2,000.00	\$2,293.38
Parking	N/A	
Stationery suppli	N/A	
Fax services	N/A	
Totals	\$2,000.00	\$2,293.38

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Profit - Loss Summary

	Estimated	Actual
Total income	\$33,460.00	\$39,478.09
Total expenses	\$33,170.02	\$34,985.73

Total profit (or loss)	\$289.98	\$4,492.36
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