

Category	Description	Units	\$Cdn or US/Unit	Budget (CDN or US\$)	Committed Revenue/Expense	Additional Anticipated	SubTotals	Totals (CDN or US\$)	Notes
INCOME									
Registration									
	Early Registration	0	\$	-	\$	-	\$	-	
	Regular Registration	0	\$	-	\$	-	\$	-	
	Daily Registration Monday	0	\$	-	\$	-	\$	-	
	Daily Registration Tuesday	0	\$	-	\$	-	\$	-	
	Emeritus Registration	0	\$	-	\$	-	\$	-	
	Early Business Partner Registration	0	\$	-	\$	-	\$	-	
	Regular Business Partner Registration	0	\$	-	\$	-	\$	-	
	Business Partner Day Registration - Monday	0	\$	-	\$	-	\$	-	
	Business Partner Day Registration - Tuesday	0	\$	-	\$	-	\$	-	
	Spouse/Guest Full Registration	0	\$	-	\$	-	\$	-	
	Spouse/Guest Day Registration	0	\$	-	\$	-	\$	-	
	Golf Outing Income	0	\$	-	\$	-	\$	-	
	Golf Local Business Rep Income	0	\$	-	\$	-	\$	-	
	Golf Local Institutional Rep Income	0	\$	-	\$	-	\$	-	
	Sunday Afternoon Spouse/Guest Tour	0	\$	-	\$	-	\$	-	
	Sunday Afternoon University Tour	0	\$	-	\$	-	\$	-	
	Monday Spouse/Guest Tour	0	\$	-	\$	-	\$	-	
	Monday Evening Event	0	\$	-	\$	-	\$	-	
	Tuesday Spouse/Guest Tour	0	\$	-	\$	-	\$	-	
	Tuesday Banquet	0	\$	-	\$	-	\$	-	
	Wednesday Run	0	\$	-	\$	-	\$	-	
	Refunds/Adjustments/Cancellation Fees	0	\$	-	\$	-	\$	-	
	Less: Accounts Receivable - Uncollected				\$	-	\$	-	
	Subtotal This Category			\$	-			\$	-
Vendor Support									
	Exhibit Booths	0	\$	-	\$	-	\$	-	
	Sponsorships (Booth Included ??-? only):								
	1. Platinum	0	\$	-	\$	-	\$	-	
	2. Gold	0	\$	-	\$	-	\$	-	
	3. Silver	0	\$	-	\$	-	\$	-	
	4. Bronze				\$	-	\$	-	
	Total # of Booths For Sale	0							
	<u>Other Sponsorships</u>								
	Key Note Speaker	0	\$	-	\$	-	\$	-	
	Plenary Speaker	0	\$	-	\$	-	\$	-	
	Giveaway Sponsors	0	\$	-	\$	-	\$	-	
	Golf - Misc. Sponsors	0	\$	-	\$	-	\$	-	
	ERAPPA Professional Development Grant	0	\$	-	\$	-	\$	-	
	Subtotal This Category			\$	-			\$	-
	Investment Income			\$	-	\$	-	\$	-
	(Description of Investment)								
	TOTAL INCOME			\$	-			\$	-

Category	Description	Units	\$Cdn or US/Unit	Budget (CDN or US\$)	Committed Revenue/Expense	Additional Anticipated	SubTotals	Totals (CDN or US\$)	Notes
INCOME									
Registration									
	Early Registration	0	\$	-	\$	-	\$	-	
	Regular Registration	0	\$	-	\$	-	\$	-	
	Daily Registration Monday	0	\$	-	\$	-	\$	-	
	Daily Registration Tuesday	0	\$	-	\$	-	\$	-	
	Emeritus Registration	0	\$	-	\$	-	\$	-	
	Early Business Partner Registration	0	\$	-	\$	-	\$	-	
	Regular Business Partner Registration	0	\$	-	\$	-	\$	-	
	Business Partner Day Registration - Monday	0	\$	-	\$	-	\$	-	
	Business Partner Day Registration - Tuesday	0	\$	-	\$	-	\$	-	
	Spouse/Guest Full Registration	0	\$	-	\$	-	\$	-	
	Spouse/Guest Day Registration	0	\$	-	\$	-	\$	-	
	Golf Outing Income	0	\$	-	\$	-	\$	-	
	Golf Local Business Rep Income	0	\$	-	\$	-	\$	-	
	Golf Local Institutional Rep Income	0	\$	-	\$	-	\$	-	
	Sunday Afternoon Spouse/Guest Tour	0	\$	-	\$	-	\$	-	
	Sunday Afternoon University Tour	0	\$	-	\$	-	\$	-	
	Monday Spouse/Guest Tour	0	\$	-	\$	-	\$	-	
	Monday Evening Event	0	\$	-	\$	-	\$	-	
	Tuesday Spouse/Guest Tour	0	\$	-	\$	-	\$	-	
	Tuesday Banquet	0	\$	-	\$	-	\$	-	
	Wednesday Run	0	\$	-	\$	-	\$	-	
	Refunds/Adjustments/Cancellation Fees	0	\$	-	\$	-	\$	-	
	Less: Accounts Receivable - Uncollected				\$	-	\$	-	
Subtotal This Category				\$	-		\$	-	
Vendor Support									
	Exhibit Booths	0	\$	-	\$	-	\$	-	
	Sponsorships (Booth Included ??-? only):								
	1. Platinum	0	\$	-	\$	-	\$	-	
	2. Gold	0	\$	-	\$	-	\$	-	
	3. Silver	0	\$	-	\$	-	\$	-	
	4. Bronze				\$	-	\$	-	
	Total # of Booths For Sale	0					\$	-	
	<u>Other Sponsorships</u>								
	Key Note Speaker	0	\$	-	\$	-	\$	-	
	Plenary Speaker	0	\$	-	\$	-	\$	-	
	Giveaway Sponsors	0	\$	-	\$	-	\$	-	
	Golf - Misc. Sponsors	0	\$	-	\$	\$	\$	-	
	ERAPPA Professional Development Grant	0	\$	-	\$	-	\$	-	
Subtotal This Category				\$	-		\$	-	
Investment Income									
	(Description of Investment)			\$	-	\$	-	\$	-
TOTAL INCOME				\$	-		\$	-	

Category	Description	Units	\$Cdn or US/Unit	Budget (CDN or US\$)	Committed Revenue/Expense	Additional Anticipated	SubTotals	Totals (CDN or US\$)	Notes
EXPENSES									
Conference Planner									
	Conference Services Contract	1	\$	-	\$	-	\$	-	
	Conference Services Expenses	1	\$	-	\$	-	\$	-	
	Conference Services - Additional Fees	1	\$	-	\$	-	\$	-	
Subtotal This Category				\$	-			\$	-
Publications									
	Logo Design	0	\$	-	\$	-	\$	-	
	Publications Designer	0	\$	-	\$	-	\$	-	
	Printing:				\$	-			
	Camera Ready Artwork	0	\$	-	\$	-	\$	-	
	BP Registration Brochure - if provided	0	\$	-	\$	-	\$	-	
	BP Welcome Letter - if provided	0	\$	-	\$	-	\$	-	
	Call for Presentations Brochure - if provided	0	\$	-	\$	-	\$	-	
	Mid-Year Report	0	\$	-	\$	-	\$	-	
	Annual Conference Program	0	\$	-	\$	-	\$	-	
	Save The Date Postcard January - if provided	0	\$	-	\$	-	\$	-	
	Save The Date Postcard August - if provided	0	\$	-	\$	-	\$	-	
	Attendee Registration Brochure - if provided	0	\$	-	\$	-	\$	-	
	BP Confirmation Packet - if provided	0	\$	-	\$	-	\$	-	
	Badges	0	\$	-	\$	-	\$	-	
	Envelopes	0	\$	-	\$	-	\$	-	
	Ticket Stock (meals, drinks)	0	\$	-	\$	-	\$	-	
	Schedule-at-a Glance	0	\$	-	\$	-	\$	-	
	Website Development	0	\$	-	\$	-	\$	-	
	Labeling & Mailing	0	\$	-	\$	-	\$	-	
Subtotal This Category				\$	-			\$	-
Signage									
	Event Signage & Banners	1	\$	-	\$	-	\$	-	
	Sponsorship Signage	1		\$	-		\$	-	
Subtotal This Category				\$	-			\$	-
Marketing - General									
	ERAPPA 20?? @ ERAPPA 20?? Conference (previous year AM)								
	Booth (Backdrop, signage)	0	\$	-	\$	-	\$	-	
	Giveaways	0	\$	-	\$	-	\$	-	
	Raffle Items - if provided	0	\$	-	\$	-	\$	-	
	Chapter Items (sweatshirt, mugs, etc)	0	\$	-	\$	-	\$	-	
	Shipping costs	0	\$	-	\$	-	\$	-	
	Conference Registration, Handouts & Gifts:	0		\$	-		\$	-	
	Delegate Bags	0	\$	-	\$	-	\$	-	
	Badgeholders	0	\$	-	\$	-	\$	-	
	Ribbons		\$	-	\$	-	\$	-	
Subtotal This Category				\$	-			\$	-

Category	Description	Units	\$Cdn or US/Unit	Budget (CDN or US\$)	Committed Revenue/Expense	Additional Anticipated	SubTotals	Totals (CDN or US\$)	Notes
Golf									
	Golf Outing Expenses - Course (\$?) & Meals (\$?)	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Golf Prizes (High, Low, Longest, Closest, Straightest, etc.,)	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Signage	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Golf Refreshments	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Golf Handout Gifts	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Golf - Volunteer meals	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Golf - Other	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Transportation			\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal This Category				\$ -	\$ -			\$ -	
Hotel Services									
	Exhibit Hall & Meeting Rooms	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Exhibit Hall Setup - Pipe/Drape	83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Registration Set Up	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Audio/Visual Equipment	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Electricity Charges	83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Security	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Sign Banner Holders - if provided	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Internet Cafe	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Meals/Breaks: (excluding Banquet)			\$ -	\$ -		\$ -	\$ -	
	Friday Breakfast Host Committee - if provided	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Friday Breakfast ERAPPA Board	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Friday Break - am	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Friday Lunch Host Committee - if provided	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Friday Lunch ERAPPA Board	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Friday Break - pm	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Friday Dinner ERAPPA Board & Committees and HC's	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Friday Host Bar	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Saturday Breakfast - ERAPPA Board & Committees and HC's	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Saturday Morning Break - ERAPPA Board & Committees and HC's	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Saturday Lunch - ERAPPA Board & Committees and HC's	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Saturday Afternoon Break - ERAPPA Board & Committees and HC	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Saturday President's Reception	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Saturday President's Reception - Host Bar	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	ERAPPA Board Hospitality Suite	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Sunday First Timers Reception-Food & Host Bar	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Keynote Breakfast (Speaker)	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monday Morning Break	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monday Lunch	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Monday Afternoon Break	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Tuesday Attendee Breakfast	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Tuesday S/G Breakfast	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Tuesday Morning Break	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Tuesday Business Lunch	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Tuesday Afternoon Break	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Wednesday Runner's Breakfast	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Wednesday Attendee & S/G Breakfast	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Wednesday Lunch ERAPPA Board	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Wednesday Afternoon Break ERAPPA Board	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal This Category				\$ -	\$ -			\$ -	

Category	Description	Units	\$Cdn or US/Unit	Budget (CDN or US\$)	Committed Revenue/Expense	Additional Anticipated	SubTotals	Totals (CDN or US\$)	Notes
Educational Program									
	Keynote Speaker - Fee	0	\$	-	\$	-	\$	-	
	Keynote Speaker - Travel	0	\$	-	\$	-	\$	-	
	ERAPPA Speaker	0	\$	-	\$	-	\$	-	
	Speaker gifts	0	\$	-	\$	-	\$	-	
	Travel/Accommodations	0	\$	-	\$	-	\$	-	
	Printing Costs	0	\$	-	\$	-	\$	-	
Subtotal This Category				\$	-			\$	-
Special Events									
	Sunday Spouse/Guest Tour	0	\$	-	\$	-	\$	-	
	Sunday University Tours	0	\$	-	\$	-	\$	-	
	Sunday Exhibit Hall Opening Ceremony - Food & Beverage	0	\$	-	\$	-	\$	-	
	Sunday Exhibit Hall Opening Ceremoney - Entertainment	0	\$	-	\$	-	\$	-	
	Monday Spouse/Guest Tour	0	\$	-	\$	-	\$	-	
	Monday Event - Food & Beverage	0	\$	-	\$	-	\$	-	
	Monday Event - Entertainment	0	\$	-	\$	-	\$	-	
	Tuesday Spouse/Guest Tour	0	\$	-	\$	-	\$	-	
	Tuesday Banquet - Facility Rental	0	\$	-	\$	-	\$	-	
	Tuesday Banquet - Reception Food & Beverage	0	\$	-	\$	-	\$	-	
	Tuesday Banquet - Meal & Wine Expense	0	\$	-	\$	-	\$	-	
	Tuesday Banquet - Band/Entertainment	0	\$	-	\$	-	\$	-	
	Tuesday Banquet Other	0	\$	-	\$	-	\$	-	
	Wednesday Run - giveaway	0	\$	-	\$	-	\$	-	
Subtotal This Category				\$	-			\$	-
Planning Committee									
	Clothing	0	\$	-	\$	-	\$	-	
	Teleconference Costs	0	\$	-	\$	-	\$	-	
	Insurance Policy	0	\$	-	\$	-	\$	-	
	Post Conference Expenditure	0	\$	-	\$	-	\$	-	
	Host Committee Meals	0	\$	-	\$	-	\$	-	
	Fees/Expenses (incl. Bank Charges)	0	\$	-	\$	-	\$	-	
Subtotal This Category				\$	-			\$	-
Transportation									
	Event Transportation:	0	\$	-	\$	-	\$	-	
	Saturday S/G Tour	0					\$	-	
	Sunday University Tour	0					\$	-	
	Sunday Golf	0					\$	-	
	Monday S/G Tour	0					\$	-	
	Monday Evening Event	0					\$	-	
	Tuesday S/G Tour	0					\$	-	
	Tuesday S/G Tour	0					\$	-	
	Wednesday Run	0					\$	-	
Subtotal This Category				\$	-			\$	-
Contingency									
	Contingency	0	\$	-	\$	-	\$	-	

Category	Description	Units	\$Cdn or US/Unit	Budget (CDN or US\$)	Committed Revenue/Expense	Additional Anticipated	SubTotals	Totals (CDN or US\$)	Notes
TOTAL EXPENSES				\$	-				
Conference Net Income (Loss)				\$	-			\$ -	