

CME Pre-Activity Budget Planner

Activity Title: _____ **Date:** _____

Income Category	Projected	Expense Category	Projected
Registration Fees		Marketing	
Participants @ \$	\$ -	Save the Date Cards/Brochures	\$ -
Participants @ \$		Syllabus, Design and Printing	\$ -
Participants @ \$		Mailing Labels/ Postage	\$ -
Participants @ \$		Other, specify	\$ -
Subtotal-Registration Fees	\$ -	Subtotal-Marketing	\$ -
Commercial Support-List Funding Sources		Meeting Space and Logistics	
		Audio-visuals	\$ -
	\$ -	Hotel, Meeting Room Rental	\$ -
		Hotel, Lodging	\$ -
		Meals	\$ -
Exhibit Income		Supplies	\$ -
Subtotal	\$ -	Subtotal-Meeting Space/Logistics	\$ -
In-kind Contributions		Honoraria and Travel Expenses	
			\$ -
	\$ -		\$ -
		Subtotal-Honoraria/Travel Exp.	\$ -
Other, specify - Educational Contracts, dept. funds, etc		Other Fees	
Dept. Fund		CME	\$ -
		Other	\$ -
Total Income	\$ -	Total Expenses	\$ -