

Event Budget for Dartmouth Global Networking Night -- (Your regional club here)

Expenses

	Estimated	Actual
Total Expenses		

	Estimated	Actual
Site		
Room/Hall Fee		
Equipment (audio/visual)		
Tables and chairs		
Parking		
<i>Total</i>		

	Estimated	Actual
Publicity		
Event letter and envelope		
Event postcard		
Reminder postcard		
Postage		
<i>Total</i>		

	Estimated	Actual
Catering/Food		
Rentals (linen, barware, etc.)		
Hors d'oeuvres		
Beverages (soda, alcohol)		
Service (bartenders, etc.)		
<i>Total</i>		

	Estimated	Actual
Registration		
Supplies (pens, staplers, etc.)		
Table banner or decoration		
Name Badges (stock, holders)		
<i>Total</i>		

	Estimated	Actual
Program		
Speaker		
Travel/Room		
Gift		
Other		
<i>Total</i>		

	Estimated	Actual
Misc.		
Gifts/prizes		
Decorations		
<i>Total</i>		