

Exercise: Simple Event Budget

Exercise Overview

In this exercise your task is to work out the registration fee that participants in a one-day conference must be charged so that the event makes a \$1000 profit. You will need to create an Income and Expenditure Budget to do this.

Exercise Instructions

You are planning a one-day conference and you hope to make \$1,000 profit out of it.

The expected number of persons attending is 100. The conference program will have four (4) speakers and each will be paid \$150 for their services on the day.

The venue is a hotel function room and it will cost \$1,000 for the day.

Other expected costs include:

Advertising \$1,000, photocopying and printing \$500, flowers and shrubs \$200, table linen \$100, giveaway stationery \$200, and food and refreshments for all the participants at \$10 per head.

What you must find out!

How much registration fees will you need to charge each conference participant to make the target \$1,000 profit if you have 100 registrations?

	A	B
1	Exercise 5: Simple Event Budget	
2		
3	Income	
4	Registration Fees	
5	Total Income	
6		
7	Expenditure	
8	Advertising	
9	Photocopying and printing	
10	Flowers and shrubs	
11	Table linen	
12	Giveaway stationery	
13	Food and refreshments	
14	Total Expenditure	
15		
16	Profit	