



Plan your event budget! | Expenses

Team Expenses	Amount
Compensation & gratuities	
Team travel	
Accommodations	
Food and meals	
Staff entertainment	
Total	

Logistics	Amount
Event insurance	
Contracts	
Permits	
Registration	
On-site software	
Signage	
Parking/Valet	
Total	

Sponsors	Amount
Airport transportation	
Charging stations	
Storage	
Thank you gifts	
Booth set-up costs	
Sponsor wifi	
Early access	
Total	

Venue Costs	Amount
Venue rental fee	
Furniture, serving items, decor	
Food and beverage	
A/V equipment	
Labor costs	
Security	
Technology (wifi, IT support)	
Badge scanning	
Total	

Marketing	Amount
Email marketing	
Survey tools	
Printing	
Shipping	
Video production	
Photography	
Web development	
Media relations	
Swag/merch/giveaways	
Total	

Event Communications	Amount
Mobile app solution	
Onsite printing	
Onsite signage	
Maps and floor plans	
Flyers	
Schedule	
Branding	
TVs/Digital signage	
Email/Newsletter campaign	
Total	

Activities / Entertainment	Amount
Music/DJv	
Gaming rentals	
Networking activities	
Drinks receptions	
Speaker/Sponsor Dinners	
Offsite venue	
Drinks/Dinners	
Total	

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Plan your event budget! | Revenue

Event sponsorship	Amount
Platinum sponsor(s)	-
Gold sponsor(s)	-
Silver sponor(s)	-
Bronze sponor(s)	-
App sponsor	-
Wifi	-
Drinks and lunch	-
Other	-
Total	-

Exhibitor Sales	Amount
Total	

Ticket sales	Amount
Attendee tickets	
Start up /Academic	
Vendor tickets	
Other	
Total	

App Sponsorship - win some budget back!	Amount	Suggested Price
Splash screen		\$2000
Sponsor banner		\$1000 each
Main menu demo video		\$1000
Push notifications		\$500 each
Enhanced sponsorship profile		\$500 each
Interact feed sponsored post		\$250 each
Total		

See how you can earn revenue through event sponsorships [in this ebook.](#)



See how an event app fits into your budget. Our team is here to help. [Book a call!](#)