

Budget Planning Worksheet

Workshop: _____

Workshop Date: _____

Workshop Cost: Member: _____ Non-Member: _____

Participants: Minimum - _____ Maximum - _____

Workshop Coordinator: _____

Anticipated Expenses		Anticipated Income	
Facilities Rental # _____ x \$ _____	\$	Workshop Fee (member):	\$
Speaker/Instructor Fee	\$	Workshop Fee (non-member)	\$
Speaker/Instructor Travel	\$		
Supplies	\$		
Miscellaneous	\$		
Total Expenses	\$	Total Income	\$

Anticipated Income less Anticipated Expenses = \$ _____

Budget Approval

Guild President

Date

Notes: