

# Sample IRC Event Budget Template

## Revenue

Category	Subcategory	Notes/Details	Amount (USD)
Presenting Intergroup Contribution			
Registration Fee Revenue	Early Bird	(e.g., 50 x \$X)	
	Regular	(e.g., 75 x \$Y)	
	Complimentary	(e.g., 10 x \$0)	
	Non-member spouse revenue	E.g. 30 x \$Z	
Contribution from other S.L.A.A. Supporting Groups		If you have other intergroups collaborating with you. Must not be 'outside' entities.	
7th Tradition Donations		Anticipated revenues	
		For exhibitor tables, etc.	
Merchandise Sales		T-shirts, books, etc.	
Other Income		Specify	
Total Revenue Estimated			

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## Expenses

Category	Subcategory	Notes/Details	Amount (USD)
Venue	Meeting Space	Should include a large meeting room for all, breakout rooms, registration and bookstore room, hospitality area	
	AV Equipment	Microphones, projectors, tech staff	
Accommodations		Hotel or dorm blocks	
Catering	Attendee Meals	That are included for all attendees, such as a Saturday Night Banquet	
	Session Break Catering	Coffee, Tea, Water stations	
	Hospitality Suite	Complimentary Snacks, beverages <small>Note: some venues do not allow groups to bring in outside items and charge high fees (\$3 per soft drink can)</small>	
Staffing	Volunteer expense	If providing a volunteer discount	
	Volunteer Expenses	T-shirts, meals, travel, etc.	
Printing and Outreach	Printing	Programs, Materials, Etc.	
	Signage	Signage & Banners (F.W.S. has some)	
Technology	Website/Registration	(Provided by F.W.S.)	\$0.00
Financial Aid		Subsidies for attendees	
Bank Fees		Credit card, PayPal, bank fees <small>(Calculated by taking the total registration fee x .035)</small>	
Permits & Insurance		Event, liability, special permits	
Decor & Signage		Banners, tablecloths, flowers	
Giveaways		Journals, Pens, Totes etc	
Technology & Software		If a virtual or hybrid option.	
Miscellaneous		Contingency, unplanned expenses	
Total Expenses (estimated)			

## Bottom Line

Total Revenue	
Total Expenses	
Net Revenue (Revenue - Expenses)	