

Event Budgeting Worksheet (For use in all types of events)

Category and item (Add items as needed)	Quantity	Price	Describe Source		Total Expenses
			Real Dollars	In Kind	
Planning Committee (optional)					
Travel/Lodging					
Food					
Other:					
Hospitality					
Refreshments During Breaks					
Meals					
Incidentals (Table Water/Candies)					
Linen/Skirting					
Table Decorations					
Special Cooking Equipment					
Special Services (i.e., Bartender)					
Other:					
Facilities					
Building Rental Fee					
Deposit(s)					
Custodian					
Security					
Furniture/Tables/Chairs					
Phone/Internet Access					
Audio/Video Equipment					
Staging					
Tents					
Heaters					
Other:					

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Alternative Fuel and Advanced Technology Vehicles
Curricula, Training, and Education and Outreach Activities

Category and item (Add items as needed)	Quantity	Price	Describe Source		Total Expenses
			Real Dollars	In Kind	
Transportation					
Parking Space					
Parking Attendant					
Shuttle Service					
Van Rental					
Drivers					
Hauling Vans (for equipment)					
Other:					
Equipment					
Dollies/Carts					
Computer					
Special Program Equipment					
Fueling Station					
Other:					
Event Material					
Attendee Printed Materials					
Agenda					
Participant List					
Folders					
Name Badges					
Certificates					
Other:					



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National Alternative Fuels Training Consortium
Ridgeview Business Park, 1100 Frederick Lane, Morgantown, WV 26508
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Category and item (Add items as needed)	Quantity	Price	Describe Source		Total Expenses
			Real Dollars	In Kind	
Signage					
Banners					
Directional Signs					
Booth Signs					
Room Signs					
Sponsorship Posters					
Other:					
Event Personnel Materials					
Speaker Badges/ID					
Staff Badges/ID					
Staff T-Shirts					
Other:					
Educational Materials					
Brochures					
Fact Sheets					
Newsletters					
Training Aids (i.e. AFVs)					
Other:					
Evaluation Material					
Survey(s)					
Incentive Prize(s)					
Other:					

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Category and item (Add items as needed)	Quantity	Price	Describe Source		Total Expenses
			Real Dollars	In Kind	
Decorations					
Table Centerpieces					
Stage Greenery					
Paper Supplies					
Other:					
Exhibits/Special Booths					
Booths					
Pipe and Drape					
Exhibit Place Cards					
Extra Support/Help					
Other:					
Program Personnel					
Speaker/Entertainer Fees					
Travel/Lodging					
Thank-You Gifts					
Special Needs					
Other:					
Event Staffing (Salaries)					
Registration					
Errand Runner					
Web/Computer Tech					
A/V Staff					
Food Service					
Set Breakdown					
Site Coordinator					
Other:					



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Category and item (Add items as needed)	Quantity	Price	Describe Source		Total Expenses
			Real Dollars	In Kind	
Attendee Recruitment					
Print Ads					
Television Ads					
Radio Ads					
Outdoor/Billboard Ads					
Announcements/Invitations					
Postcards					
Brochures					
Promotional Items					
Other:					
Follow-Up/Confirmation					
Thank-You Letters					
Mailing List Purchase					
Postage					
Other:					
Media Relations					
Media Kits					
Special Signage/Posters					
Site Photographer					
Site Videographer					
Site Interviewer					
Clipping Service					
Other:					

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