Face and Ones Course Coffman for Committee					
Free and Open Source Software for Geospatial					
September 2012, Beijing China					
	<u> </u>				
Yellow cells are constants and can be altered to explore				<u> </u>	
Fill in your expected pricing, attendance and expenses.					
The numbers in the template are adapted from the 2007	' budget, b	out should i	not be consi	idered accurate or applicable to your lo	cale eve
As far as possible, when pricing expenses, get quotes fi	rom real ve	endors. Yo	our budget is	s only as good as you make it.	
SUMMARY 总结					
Total Revenue 总收入			¢200 275		
_ <u> </u>			\$308,275		
Total Expenses 总成本			\$284,306		
Surplus/Loss 利润/亏损			\$23,969		
Surplus/Loss per Attendee 平均利润/亏损			\$48		
Attending 出席人数			500		
Paying 其中付费人数			400		
REVENUE 收入					
	4000/	l			
Food of Divid Double Co. C. El May D. mr	100%	<b>J</b>			
Early Bird Registration 早期注册					
Conference and Workshop 会议和研讨会	15%	\$450	\$33,750		
Conference 会议	25%	\$305	\$38,125		
Daily Rate 每日价	3%	\$160	\$2,400		
Student Rate 学生价	5%	\$180	\$4,500		
After Early Bird Registration 晚期注册					
Conference and Workshop 会议和研讨会	10%	\$630	\$31,500		
Conference 会议	15%	* -	\$31,875		
Daily Rate 每日价	2%	* -	\$2,250		
Student Rate 学生价	5%	\$255	\$6,375		
Complimentary 免费	20%	\$0	\$0		
OPTIONAL TICKETS 可选餐券					
Dinner Reception 晚宴	50%	\$30	\$7,500		
2			<b>4</b> 1,222		
Registration Total 注册费用总计			\$158,275		
Trogiotration Total 在加及/IIIE/I			ψ100,270		
Estimated Sponsorship 赞助			\$120,000		
Exhibitors (included in sponsorship) 展位			\$30,000		
Exhibitors (included in sponsorship) 展型			\$30,000		
Total Bayanya Milit >			¢200 077		
Total Revenue 总收入			\$308,275		
EXPENSES		1			
Administration/Office Expenses 管理/办公费用					
Long distance, office supplies 长途电话,办公用品			\$500		
Domastic 国内电话			\$260		
Photocopies 影印			\$500		
Bank & credit card fees (Visa & MC) 银行及信用卡	- 手续费	3%	\$9,248		
Postage and courier 邮寄及通讯费	1 次火	370	\$1,000		I
Total Office Expenses 总计			\$1,000		
TOTAL OTHER EXPENSES 总厅			φιι,508		
Manufacture Programme at the the PT					
Marketing Expenses 营销费用					
Logo and electronic stationery Logo和电子文件			\$1,500		

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Postcard mail-out 邀请函邮寄	12000	\$0.50	\$6,000	
Postage and labels 邮费及邮票	12000	\$0.50	\$6,000	
Final On-site Program (design and print) 现场物料	安计 及 印星		\$9,000	
Web Site 网站	~ VI / / · / · / ·	Ψισ	\$3,000	
Participants List (name, company and country, alph	na order)	\$4	\$2,160	
Promotion 推广费用	ia oraor)	Ψ.	\$10,000	
Total Marketing 总计			\$37,660	
3 3 4			<b>4</b> 01,000	
Committee and Speaker Costs 组委会及演讲嘉宾费用				
Invited Speaker Costs 演讲嘉宾费用	4	\$2,500	\$6,000	
Conference Calls 电话会议	6	\$100	\$600	
Local Committee Expenses 当地组委会费用			\$2,500	
Total Committee and Speaker Costs 总计			\$9,100	
·				
On-Site Expenses 现场费用				
Meeting room rental 会议室租金	·		\$30,000	
Insurance 保险			\$1,000	
Security, housekeeping, electrical & telephones 安付	<b>保、房间</b> 剂	青理、电影	\$3,000	
Workshop computers and equipment 研讨会电脑及	120	\$200	\$24,000	
Volunteer appreciation 自愿者奖金			\$2,000	·
Audio visual equipment & labour 摄影摄像设备及劳务				
费			\$25,000	
Interpretation 同声传译			\$1,285	
Signage 指示牌			\$2,500	
Display services for exhibition (booths, drape, pow	25	\$235	\$5,875	
Delegate bags 代表袋	500	\$5	\$2,500	
Registration badges & tickets 登记证及门票		\$2	\$1,080	
Power (per workshop computer) 电力(每个研讨会	120	\$17	\$2,040	
		, -		
Total on-site Expenses 总计			\$100,280	
Food & Beverage/Events (includes gratuities) 食品饮料/活动(包括佣金)				
Morning coffee and snacks 早间咖啡及点心	3		\$9,000	
Coffee breaks (mid am & pm) 茶点(上午、中午、	8	\$3	\$14,400	
Dinner Reception 晚宴		\$40	\$12,000	
Sandwich Lunch in the Exhibits 为展位工作人员提住	3.5	\$20	\$42,000	
Food & Beverage/Events Total 总计			\$77,400	
A 555 No. 100				
Meeting Organizer Fee 会议组织者费用			0.15	
Base organization fee 基础组织费用		<b>A</b> =	\$10,000	
Registration management fees 注册管理费用	:\r +m =\t+ +=	\$20	\$12,000	
Budget and finance management fees 预算及财务管理	言埋费用_		\$3,000	
Meeting Organizer Total 总计			\$35,000	
Sub Total Evenence #34			¢070 040	
Sub Total Expenses 总计	E0/		\$270,948	
Contingency Fund 应急基金	5%		\$13,358 \$284.306	
Total Expenses 总成本			\$284,306	
Surplus/Loss 利润/亏损			\$23,969	
Surplus/Loss per Attendee 平均利润/亏损			\$48	
outplus/Loss per Attenuee 1 均利相/ 7 映			φ+0	

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