



CE COURSE BUDGET ESTIMATE:

Income			Estimated Budget \$	Actual \$
	Registration Fee	Budget Partic. Count		Actual Partic. Count
Registration Revenue				
Dentist				
Non-Dentist (DA, DH, Lab Tech)				
Resident/Fellow				
Other Fee Types (if applicable)				
Other Fee Types (if applicable)				
Other Fee Types (if applicable)				
Total Registration				
Additional Revenue				
Grants - Commercial				
Grants - Non-Commercial				
Exhibitor Fees				
Total Income				
Faculty and Staff Expenses				
Airfare				
Lodging				
Miscellaneous (taxi, uber, bellman tip, etc)				
Honoraria				
Food (Estimation example below)				
Breakfast				
Lunch				
Breaks (2 per day)				
Dinner, Banquet				
Social Functions (Reception, Tours, etc.)				
Facilities				
Meeting Room Rental				
Custodial (After Hours Fee)				
AV Services (labor, equipment)				
Public Safety (After Hours \$250 minimum 3 hours)				
18 % Administrative Fee				
Total Expense				
Total Net Revenue				



CE COURSE APPROVALS:

Course Director

Date

Course Co-Director

Date

Department Chairperson

Date

CE Operations Director

Date