

MOC Template  
**Sample Course Budget**

BUDGETED ITEMS	TOTALS
<b>Revenue</b>	
Registration	
Sponsorship (list all organizations, insert additional rows if necessary)	
▪	
▪	
▪	
Other revenue (please specify, _____ )	
▪	
▪	
<b>TOTAL REVENUE</b>	
<b>Budgeted Expenses</b>	
Faculty honoraria (# of faculty x individual honoraria)	
Faculty expenses (travel, F&B, etc)	
Planning committee	
Catering (cost per delegate x # of delegates)	
Audio Visual	
Venue Rental	
Other Venue Expenses (please specify, _____ )	
Design & printing	
Postage & mailing	
Course materials	
Other expenses	
▪	
▪	
<b>TOTAL BUDGETED EXPENSES</b>	
<b>NET INCOME (LOSS)</b>	