



January 2024 - EXPENSE TABLE	\$58,800.0
EXPENSE ITEM	ACTUAL
<b>Venue Expenses:</b>	<b>\$9,700.0</b>
Venue Rental Fees	\$2,000.0
Audio/Visual Equipment Rental	\$2,500.0
Security Services	\$2,500.0
Cleaning Services	\$1,500.0
Insurance for the Venue	\$1,200.0
<b>Speaker and Presenter Costs:</b>	<b>\$10,500.0</b>
Speaker Fees/Honorariums	\$2,500.0
Travel Expenses for Speakers	\$3,500.0
Accommodation for Speakers	\$3,500.0
Speaker Gifts/Appreciation	\$1,000.0
<b>Marketing and Promotion:</b>	<b>\$15,600.0</b>
Printing Costs (Banners, Flyers)	\$2,500.0
Online Advertising	\$5,600.0
Social Media Promotion	\$5,000.0
Marketing Collateral	\$2,500.0
<b>Catering and Hospitality:</b>	<b>\$11,000.0</b>
Food and Beverage Costs	\$3,500.0
Catering Services	\$6,000.0
Coffee Breaks/Snacks	\$500.0
Staff for Food Service	\$1,000.0
<b>Materials and Supplies:</b>	<b>\$12,000.0</b>
Conference Materials (Badges, Programs)	\$3,500.0
Notebooks/Pens	\$1,500.0
Signage	\$1,000.0
Giveaways/Swag	\$6,000.0