

**SAMPLE BUDGET FOR FLOWER SHOW SCHOOLS and SYMPOSIUMS**

Estimated Income:			Budgeted	Actual
Registration	# attendees	Price per person		
Examination fees	# taking exam	Price (\$8)		
Daily registrations	# day one	Price daily		
Daily registration	# day two	Price daily		

Estimated Expenses: Instructors		Budgeted	Actual
Horticulture Instructor	Teaching Fee		
	Travel + hotel		
	Horticulture specimens		
Design Instructor	Teaching fees		
	Travel + hotel		
	Flowers/supplies		
Allied topic	Instructor Fee/s		
	Meal/s, travel, supplies		

Estimated expenses: Meals		Budgeted	Actual
Morning hospitality	(2 days)	Total for 2 days	
Luncheon (2 days)	#attendees	X Daily Price per person	
Luncheon	# of comps (2 days)		
Luncheon	Daily attendees (2 days)		
Delivery fees/tips			

Estimated Expenses: Miscellaneous		Budgeted	Actual
Postage			
Telephone			
Building rental			
Duplication/Xerox			
Student packets			
Symp. Registr. @NGC			
Exam Fees to NGC			
Hotel for comps			
Rental of A/V equip			
Other fees might be: Cleaning of table drapes Kitchen supplies: soap, paper towels, etc.			
Refunds (set a date!)			

**Notes:**

**“Comps “include:** State Symposium Chairman, State Credentials Chairman, FFSJ Chairman and FFGC State President.

**Guests include:** Allied presenters; local NGC instructors attending (as a courtesy).

**Budget Prep:** start with known expenses; determine how many students you expect to attend and that will help you determine what each student will pay; daily attendees will normally pay more (usually half-price plus lunch).

**Offset expenses:** have vendors pay for their spaces and set up host council’s ways and means

After all expenses are paid, FFGC, FFSJ, and the Host District **share equally in profits.**