<table>
<thead>
<tr>
<th>Event Title</th>
<th>Frequency</th>
<th>Reclamation Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Event City</th>
<th>State</th>
<th># of Attendees</th>
<th>Total Registration Fees</th>
<th>Total Sponsorship Costs</th>
<th>Total Administration Costs</th>
<th>Total Conference Costs</th>
<th>Event Contact Initial</th>
<th>Event Final Approval Received</th>
<th>Notes - Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event 1</td>
<td>1x/year</td>
<td>ABC Company</td>
<td>01/01/2020</td>
<td>01/10/2020</td>
<td>Los Angeles</td>
<td>CA</td>
<td>100</td>
<td>$100,000</td>
<td>$20,000</td>
<td>$15,000</td>
<td>$55,000</td>
<td>John Doe</td>
<td>Event Final Approved</td>
<td>Notes: This is an example event.</td>
</tr>
<tr>
<td>Event 2</td>
<td>2x/year</td>
<td>XYZ Corporation</td>
<td>02/01/2020</td>
<td>02/10/2020</td>
<td>New York</td>
<td>NY</td>
<td>150</td>
<td>$150,000</td>
<td>$25,000</td>
<td>$20,000</td>
<td>$85,000</td>
<td>Jane Smith</td>
<td>Event Final Approved</td>
<td>Notes: This is another example event.</td>
</tr>
</tbody>
</table>
### Annual/Quarterly Conference Plan Template Instructions

**General:**
1. The annual plan is due to the Office of Financial Management by October.
2. The purpose of the conference plan is to monitor the flow of conference.
3. For every planned conference, please enter only one line.
4. Please use best information available to determine number of attendees and.
5. Bureaus may need to track additional fields. If so, please delete prior to PFM.

#### Line-by-Line Instructions

**Event Title:** please do not use acronyms and place any year or annual
**Frequency:** Please choose: One-Time, Monthly, Quarterly, Annually, Biennial
**Start Date:** Please use format: mm/dd/yyyy
**Date Final Approval is Needed:** Populate only for those
**Attendees:** Please enter the estimate in numeric characters only.
**Costs:** Please enter estimated costs in numeric characters only.
**Bureau Contact Email:** Please list the email address for the bureau contact.