

EVENT BUDGET WORKSHEET

SUMMARY OF PROFIT/LOSS:

TOTALS	Estimated	Actual
Total Income		
Total Expenses		
Total Profit (or Loss)		

EXPENSES:

Site (<i>Room & hall fees, Site staff, Equip., Tables & Chairs, etc.</i>)	Estimated	Actual
Totals		

Refreshments	Estimated	Actual
Food		
Drinks		
Totals		

Employees	Estimated	Actual
Employees		
Totals		

Publicity (<i>Printing costs, Banners, Postage, etc.</i>)	Estimated	Actual
Totals		

Decorations (<i>Balloons, Paper supplies, Centerpieces, etc.</i>)	Estimated	Actual
Totals		

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Office Supplies <i>(Paint, Markers, Poster boards, etc.)</i>	Estimated	Actual
Total		

Entertainment & Programming <i>(DJs, Performers, Lighting, etc.)</i>	Estimated	Actual
Totals		

Awards/Rewards <i>(Door prizes, Raffle prizes, Giveaways, etc.)</i>	Estimated	Actual
Totals		

Transportation <i>(Bus rentals, Travel, Hotel, etc.)</i>	Estimated	Actual
Totals		

Miscellaneous	Estimated	Actual
Totals		

Total Expenses	Estimated \$	Actual \$
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Admission Fee				Estimated	Actual
Estimated	Actual	Unit	Price		
		Adult @			
		Children @			
		Other @			

Sale of Items				Estimated	Actual
Estimated	Actual	Unit	Price		
		Items @			
		Items @			
		Items @			
		Items @			

Exhibitors / Vendor				Estimated	Actual
Estimated	Actual	Unit	Price		
		Vendor Fee @			
		Vendor Fee @			
		Vendor Fee @			
		Vendor Fee @			

Donations <i>(List Items, Monetary donations, etc.)</i>				Estimated	Actual
Estimated	Actual	Unit	Price		
		Qty. Item/Amt.			
		Qty. Item/Amt.			
		Qty. Item/Amt.			
		Qty. Item/Amt.			

Total Income	Estimated	Actual
	\$	\$