

# EVENT BUDGET WORKSHEET

## SUMMARY OF PROFIT/LOSS:

TOTALS	Estimated	Actual
Total Income		
Total Expenses		
<b>Total Profit (or Loss)</b>		

## EXPENSES:

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

Refreshments	Estimated	Actual
Food		
Drinks		
<b>Totals</b>		

Employees	Estimated	Actual
Employees		
<b>Totals</b>		

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

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

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

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

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

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

Miscellaneous	Estimated	Actual
<b>Totals</b>		

<b>Total Expenses</b>	<b>Estimated</b> \$	<b>Actual</b> \$
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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.			

<b>Total Income</b>	<b>Estimated</b>	<b>Actual</b>
	\$	\$