

EVENT BUDGET TEMPLATE

Event: _____

Date: _____

Expense	Estimated Cost	Actual Cost
Facility Fee		
Rentals (tables, dishes)		
Presenter/Entertainer Fee		
Audio/Visual Equipment		
Advertising/Promotion		
Printing		
Postage		
Food/Catering		
Decorations		
Transportation		
Security and Technicians		
Other _____		
Other _____		
Total Expenses:	_____	_____

Revenue	Estimated Revenue	Actual Revenue
Ticket Sales		
Food Sales		
Vendor Fees		
Event Sponsorship		
Donations		
Other _____		
Other _____		
Total Revenue:	_____	_____