

Event Budget for [Event Name]

Expenses

	Estimated	Actual
Total Expenses	\$0.00	\$0.00

	Estimated	Actual
Site		
Room fees		
Site staff		
Equipment		
Tables		
Totals	\$0.00	\$0.00

	Estimated	Actual
Refreshments		
Food		
Drinks		
Linens		
Etc		
Totals	\$0.00	\$0.00

Decorations		
Flowers		
Centerpieces/Table #		
Lighting		
Balloons		
Paper supplies		
Totals	\$0.00	\$0.00

Program		
Performers		
Speakers		
Travel		
Hotel		
Other		
Totals	\$0.00	\$0.00

Publicity		
Graphics work		
Photocopying/Printing		
Large flyer		
Totals	\$0.00	\$0.00

Prizes		
Ribbons/Plaques/Trophies		
Gifts		
Totals	\$0.00	\$0.00

Miscellaneous		
Telephone		
Transportation		
Stationery supplies		
UPD		
Totals	\$0.00	\$0.00

Event Budget for [Event Name]

Income

	Estimated	Actual
Total income	\$0.00	\$0.00

Admissions

	Estimated	Actual		Estimated	Actual
			Adults @	\$0.00	\$0.00
			Children @	\$0.00	\$0.00
			Other @	\$0.00	\$0.00
				\$0.00	\$0.00

Ads in program

	Estimated	Actual		Estimated	Actual
			Covers @	\$0.00	\$0.00
			Half-pages @	\$0.00	\$0.00
			Quarter-pages @	\$0.00	\$0.00
				\$0.00	\$0.00

Exhibitors/vendors

	Estimated	Actual		Estimated	Actual
			Large booths @	\$0.00	\$0.00
			Med. booths @	\$0.00	\$0.00
			Small booths @	\$0.00	\$0.00
				\$0.00	\$0.00

Sale of items

	Estimated	Actual		Estimated	Actual
			Items @	\$0.00	\$0.00
			Items @	\$0.00	\$0.00
			Items @	\$0.00	\$0.00
			Items @	\$0.00	\$0.00
				\$0.00	\$0.00