

EVENT BUDGET TEMPLATE (example)

INCOME

Item	Description	Projected Subtotal	Actual Subtotal
Ticket Sales			
Sponsorship			
Raffle			
Live Auction			
Silent Auction			
Donations			
Other <i>(replace or delete)</i>			
Other <i>(replace or delete)</i>			
Other <i>(replace or delete)</i>			
INCOME TOTAL		\$ -	\$ -

EXPENDITURE

Item	Description	Projected Subtotal	Actual Subtotal
Venue			
Equipment			
Décor			
Food/ Beverage			
Advertising & Publicity			
Prizes			
Photography			
Entertainment			
Other <i>(replace or delete)</i>			
Other <i>(replace or delete)</i>			
Other <i>(replace or delete)</i>			
EXPENDITURE TOTAL		\$ -	\$ -

	ESTIMATED	ACTUAL
TOTAL INCOME	\$ -	\$ -
TOTAL EXPENDITURE	\$ -	\$ -
NET PROFIT	\$ -	\$ -