

# Event Planning

## 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 _____	_____	_____
<b>Total Expenses:</b>	_____	_____

Revenue	Estimated Revenue	Actual Revenue
Ticket Sales	_____	_____
Food Sales	_____	_____
Vendor Fees	_____	_____
Event Sponsorship	_____	_____
Donations	_____	_____
Other _____	_____	_____
Other _____	_____	_____
<b>Total Revenue:</b>	_____	_____