

## Event Proposed Budget

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

This list is not intended to be a complete list of every possible expense and income. It is intended to help you determine the necessary costs for the event you are planning. You may use this form, or another form to complete your budget. Your budget should include every expected income and expense as it relates to your event.

If your event has been hosted in the past it may be helpful to reference the previous year's actual expenses. This is not required for your budget submission.

Income must also include expected or proposed donations.

EXPENSE Category	Previous Year Actual	Current Year Budget
Administrative Licenses Software Costs		
Set Up Room/Site Rental Equipment Rental Tables & Chairs A/V Equipment Port-a-Potty		
Decoration Linens Flowers Lighting Signage		
Marketing/Promotions Graphic design Printing & copying Postage Ticket Printing		
Refreshments Food Drinks Paperware		
Program Performers Entertainment Speakers Travel		

Hotel Games Prizes		
Door prizes Cash raffle Other		
Personnel Videographer Photographer Bartender Auctioneer Wait staff		
<b>INCOME Category</b>	<b>Previous Year Actual</b>	<b>Current Year Budget</b>
Ticket Sales		
Special Promotions le. Golden Paddle		
Cash Raffles		
Auction Sales		
Sponsors		
Vendor Kick-backs		

Total Budgeted Income: \_\_\_\_\_.

Total Budgeted Expense: \_\_\_\_\_.

Total Budgeted Profit (Income minus expense)\*: \_\_\_\_\_.

\*Only required for fundraising events.