

# Event Budget for \_\_\_\_\_

## Expenses

	Estimated	Actual
<b>Total Expenses</b>	\$ _____	\$ _____

	Estimated	Actual
<b>Site</b>		
Room and hall fees		
Site staff		
Equipment		
Tables and chairs		
<b>Totals</b>	\$ _____	\$ _____

	Estimated	Actual
<b>Refreshments</b>		
Food		
Drinks		
Linens		
Staff and gratuities		
<b>Totals</b>	\$ _____	\$ _____

	Estimated	Actual
<b>Decorations</b>		
Flowers		
Candles		
Lighting		
Balloons		
Paper supplies		
<b>Totals</b>	\$ _____	\$ _____

	Estimated	Actual
<b>Program</b>		
Performers		
Speakers		
Travel		
Hotel		
Other		
<b>Totals</b>	\$ _____	\$ _____

	Estimated	Actual
<b>Publicity</b>		
Graphics work		
Photocopying/Printing		
Postage		
<b>Totals</b>	\$ _____	\$ _____

	Estimated	Actual
<b>Prizes</b>		
Ribbons/Plaques/Trophies		
Gifts		
<b>Totals</b>	\$ _____	\$ _____

	Estimated	Actual
<b>Miscellaneous</b>		
Telephone		
Transportation		
Stationery supplies		
Fax services		
<b>Totals</b>	\$ _____	\$ _____

# Event Budget for \_\_\_\_\_

## Income

	Estimated	Actual
Total income	\$0.00	\$0.00

### Admissions

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

### Ads in program

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

### Exhibitors/vendors

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

### Sale of items

Estimated	Actual		Estimated	Actual
		Items @		
			\$ _____	\$ _____
			\$ _____	\$ _____

# Event Budget for \_\_\_\_\_

## Profit - Loss Summary

	Estimated	Actual
Total income	\$ _____	\$ _____
Total expenses	\$ _____	\$ _____

**Total profit (or loss)** \$ \_\_\_\_\_ \$ \_\_\_\_\_

