

YOUR EVENT BUDGET

Question 1: How much is your event going to cost? Make a list of estimated expenses. Question 2: How much money will you receive from sponsors and fundraising activities? Question 3: How much will you charge for tickets? Use the worksheet below as a guideline to help you establish your event budget. Some parts may not apply to you; you may need to add some things. Don't forget to fill in the actual costs after your event. This information will be important for future committees in their planning process.

Expense Category	Budget	Amount Spent	Amount Over or Under	Committee Responsible	Date Completed
Example:	\$500.00	\$450.00	+ \$50.00	Decorations	3/8/11
Venue					
Rental					
Security Fee					
Food & Beverages					
DJ/Music					
Photographer					
Theme					
Theme Kits/Separates					
Decorations					
Wire Structures					
Balloons					
Gossamer/Netting					
Other Decorations					
Favors & Gifts					
Frames					
Glassware/Candles					
Key Tags					
Fun Favors					
Water Bottles					
Other					
Invitations					
Invitations					
Tickets					
Place Cards					
Memory Books					
Program Covers					
Tassels					
Other					
Royalty					
Tiaras/Crowns					
Sashes					
Scepters					
Robes					
Pins/Jewelry					
Other					
TOTAL					