

## Sample Event Budget Worksheet

Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Primary Event Organizer: \_\_\_\_\_

REVENUES (Cash In)	AMOUNT
Ticket Sales	
Food Sales	
Beverage Sales	
Any Additional Funds	
Returns:	
1	
2	
3	
4	
<b>TOTAL REVENUES (1)</b>	

NET RESULTS	AMOUNT
Total Revenues (1)	
Total Expenses (2)	-
<b>NET AMOUNT</b>	

EXPENSES (Cash Out)	AMOUNT
<b><i>Entertainment &amp; Equipment Expenses</i></b>	
Band	
Sound Equipment	
Space/Venue Costs	
<b><i>Food &amp; Beverage Expenses</i></b>	
Food	
Condiments	
Pop	
Water	
Ice	
Table Cloths	
Cutlery	
Plates	
Cups	
Napkins	
Other:	
<b><i>Promotional Expenses</i></b>	
Tickets	
Posters	
Flyers	
Banner	
Other:	
<b><i>Supply Expenses</i></b>	
Decorations	
Prizes	
Cashbox	
Float	
Name Tags	
Tape, Pens, Paper, Markers	
Paint	
Garbage Bags	
Thank You cards	
Flashlights	
Flood Lights	
Batteries	
Other:	
<b><i>Other Expenses</i></b>	
Emergency Fund	
Parking/Cab Fare	
<b>TOTAL EXPENSES (2)</b>	