Event:	Worksheet Location:		:	
Date:	Time:			
Advancement Account Numbe				
Advancement Account Number	er:			
				++
Description		Budget	Actual	Variance
		Dauget	/ totali	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Site				
Accommodation		\$	\$	\$
Audio-Visual		\$	\$	\$
Caterer		\$	\$	\$
Event Equipment		\$	\$	\$
Florist		\$	\$	\$
Music/Entertainment		\$	\$	\$
Security		\$	\$	\$
Speakers/Honorarium		\$	\$	\$
Staff Costs		\$	\$	\$
Transportation		\$	\$	\$
Valet Parking/Parking		\$	\$	\$
Publicity				+ +
Calligrapher		\$	\$	\$
Postmaster General/Freight		\$	\$	\$
Photographer		\$	\$	\$
Printing				
Miscellaneous				+
wiscellaneous			 	+ +
			1 1	
Total				++

Funding Source			
· ·	A/C Number		
Project Manager			
Print Name			
Signature	Date		

Shares/Evntmgmt/Events 1/Correspondence Internal/Events Management Budget Worksheet 03/08/00