

BLACK PINE ANIMAL PARK
F/R Budget Worksheet

Distribute this worksheet to all fundraising sub-project leaders to prepare a budget and plan.

Event Name _____

Sub-Project: _____

Project Leader: _____

PROJECT BUDGET WORKSHEET

<i>Expense</i>		<i>Estimated Cost</i>	<i>Actual Cost</i>
Marketing			
	Fliers / posters		
	Invitations		
	Press Releases		
	Print Ads		
	Other		
Venue			
	Rental Fees		
	Parking Fees		
	Coat Check		
	Bar / Catering Services		
Décor			
	Seasonal Décor		
	Table Coverings		
	Lighting		
	Other		
Food / Drink			
	Appetizers		
	Beverages		
	Snacks		
	Dinners		
	Other		
Other Expenses			
TOTAL			

Please list here other details about planning this part of the overall fundraiser. These notes will be passed along to future project leaders and fundraising chairs should this fundraiser be repeated. Attach any supporting documents please.