

## Event Planning Budget Worksheet

This is a basic checklist intended to be a helpful tool in event planning. This checklist is not intended to be all-inclusive, so be sure to give thought to those details that may not be listed here.

Anticipated Expenses:		Anticipated Income:	
Lecturer/Performer Budget:		Sponsorships: (list all)	\$ Contribution
	Lecturer/Performer Honoraria _____		_____
	Lecturer/Performer Travel _____		_____
	Lecturer/Performer Lodging _____		_____
	Lecturer/Performer Meals _____		_____
	Van Rental _____		_____
	Visa Application Fee (for foreign visitors) _____		_____
Hospitality Events:		Grant Support	
	Catered Reception _____		_____
	Sponsored Dinner _____		_____
	Other _____		_____
Event Needs:		Admission Fees:	
	Technology Fees _____		Faculty/Staff rate: _____
	Piano Tuning _____		Student rate: _____
	Lighting Fees _____		Alumni rate: _____
	Facility Set Up Fees _____		General Public rate: _____
	Tent Rental _____		_____
	Other Equipment Rental _____		_____
	General Supplies _____		_____
Publicity			
	Posters _____		_____
	Mailed publicity _____		_____
	Programs _____		_____
<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>TOTAL INCOME</b>	<b>0.00</b>

\* If your totals do not match, you may need to adjust your program accordingly.