

EVENT BUDGET TEMPLATE

June 2007

*This form **SHOULD** be used to help develop a budget for your event. Even though you are required to submit a budget for your event, you do not have to use this form.*

What's the Event and Where?

EVENT INFORMATION		
Location		Budget Amount
Facility name (if separate from individual event cost)	_____	\$ _____
Facility Staff	_____	\$ _____
Security	_____	\$ _____
Other (please explain)	_____	\$ _____
FOOD		
Meal (or meal cost _____ & cost attendees _____)	_____	\$ _____
Paper plate costs, if any	_____	\$ _____
Beverages	_____	\$ _____
Snacks	_____	\$ _____
Other	_____	\$ _____
RENTAL COSTS		
Tables and Chairs	_____	\$ _____
Tables & Electronics	_____	\$ _____
Decorations	_____	\$ _____
Equipment	_____	\$ _____
Other	_____	\$ _____
TRANSPORTATION		
Bus Rental	_____	\$ _____
Taxi/ Cab Service	_____	\$ _____
Other	_____	\$ _____
SPEAKER COSTS		
Speaker	_____	\$ _____
Travel (if not waived)	_____	\$ _____
Meal (if not waived)	_____	\$ _____
Other	_____	\$ _____
PROMOTION COSTS		
If separate		Budget Amount
Printing (what, how many, etc.)	_____	\$ _____
Posters/signs (All please explain)	_____	\$ _____
Other (please explain)	_____	\$ _____
OTHER		
_____	_____	\$ _____