

Fellowship of Montgomery

Fiscal Year _____

Event / Retreat Budgeting Worksheet

Event Name: _____

Date(s) of Event: _____

Purpose of Event: _____

Estimated Number of Participants: _____ Staff: _____

Expected Results of Event: _____

Committee Chair: _____

Committee Members: _____

Estimated Costs:

Facility: _____ Deposit: _____

Food: _____ Utensils: _____

Speaker Fees: _____ Speaker Expenses: _____

Hand Out Cost: _____ Special Fees: _____

Decorations: _____ Publicity/Mail: _____

Door Prizes: _____ Child Care: _____

Special Guests: _____ Scholarships: _____

Other Costs: _____

Cost Recovery:

Participant Reg Fee: _____ Budget Off Set: _____