

EVENT BUDGET TEMPLATE

June 2007

*This form **MAY** 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 COSTS		
	Quantity	Estimated Amount
Facility costs (if separate from individual event cost)		
Facility Staff	_____	\$ _____
Security	_____	\$ _____
Other (please explain)	_____	\$ _____
FOOD		
Meal (see event cost _____) & seat assignments _____		
Paper/plate/utensils, if any	_____	\$ _____
Beverages	_____	\$ _____
Snacks	_____	\$ _____
Other	_____	\$ _____
RENTAL COSTS		
Furniture/Chairs	_____	\$ _____
Tables & Linens	_____	\$ _____
Decorations	_____	\$ _____
Equipment	_____	\$ _____
Other	_____	\$ _____
TRANSPORTATION		
Bus Rental	_____	\$ _____
Taxi/Uber	_____	\$ _____
Other	_____	\$ _____
SPEAKER COSTS		
Speaker	_____	\$ _____
Travel (if not waived)	_____	\$ _____
Food (if not waived)	_____	\$ _____
Other	_____	\$ _____
PRINTING COSTS		
	Quantity	Estimated Amount
Printing (what, how many, etc.)	_____	\$ _____
Postage (if not waived)	_____	\$ _____
Other (please explain)	_____	\$ _____
OTHER		
_____	_____	\$ _____