

Fundraising Event Budget Worksheet

FACILITIES	BUDGET	ACTUAL	VARIANCE
Rental of meeting or reception rooms			0
Overnight Accommodations(# of rooms x rate per room)			0
Rentals - Tables			0
Chairs			0
Props (specify)			0
Lecturn			0
Tent			0
Lighting			0
Extra Help			0
Special electrical or telephone hookups			0
Clean-up charges			0
SUBTOTAL	0	0	0
FOOD SERVICE	BUDGET	ACTUAL	VARIANCE
# of people X cost per person for:			0
Coffee hour			0
Luncheon			0
Dinner			0
Afternoon break			0
Cocktail hour			0
Wine			0
Liquor			0
Other beverages			0
Table linen			0
Gratuities			0
Tasting			0
SUBTOTAL	0	0	0
EQUIPMENT RENTAL	BUDGET	ACTUAL	VARIANCE
Flooring or carpeting			0
Risers			0
Ropes/stanchions			0
Registration desks/stools			0
Outdoor toilets			0
Booths			0
Backdrop			0
Trash containers			0
Fencing			0
SUBTOTAL	0	0	0
DECORATIONS	BUDGET	ACTUAL	VARIANCE
Flowers			0
Table decorations			0
Foliage for stage			0
Corsages, boutonnières			0
Directional signage			0
Other decorations (ribbon, balloons, etc.)			0
SUBTOTAL	0	0	0