

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?		
ENTRANCE COSTS		
	(continued)	Budget Amount
Facility cost (if separate from individual seat cost)	_____	\$ _____
Facility Staff	_____	\$ _____
Security	_____	\$ _____
Other (please explain)	_____	\$ _____
FOOD		
Meal (or snack) cost _____ \$		
and beverages _____		\$ _____
Paper plate costs, if any	_____	\$ _____
Beverages	_____	\$ _____
Snacks	_____	\$ _____
Other	_____	\$ _____
RENTAL COSTS		
Tables and Chairs	_____	\$ _____
Tables & Electronics	_____	\$ _____
Computers	_____	\$ _____
Equipment	_____	\$ _____
Other	_____	\$ _____
TRANSPORTATION		
Bus Rental	_____	\$ _____
Ticket Buses	_____	\$ _____
Other	_____	\$ _____
SPEAKER COSTS		
Speaker	_____	\$ _____
Software (lease when)	_____	\$ _____
Sound (if not option)	_____	\$ _____
Other	_____	\$ _____
PRODUCTION COSTS		
	(continued)	Budget Amount
Printing (what, how many, etc.)	_____	\$ _____
Photographer (if please explain)	_____	\$ _____
Other (please explain)	_____	\$ _____
OTHER		
Miscellaneous	_____	\$ _____