

Event Planning Budget Worksheet

This is a basic checklist intended to be a helpful tool in event planning. This checklist is not intended to be all-inclusive, so be sure to give thought to those details that may not be listed here.

Anticipated Expenses:		Anticipated Income:	
Lecturer/ Performer Budget:		Sponsorships:	\$ Contribution
Lecturer/ Performer Honoraria	_____	(list all)	_____
Lecturer/ Performer Travel	_____		_____
Lecturer/ Performer Lodging	_____		_____
Lecturer/ Performer Meals	_____		_____
Van Rental	_____		_____
Visa Application Fee (for foreign visitors)	_____		_____
Hospitality Events:		Grant Support	
Catered Reception	_____		_____
Sponsored Dinner	_____		_____
Other	_____		_____
Event Needs:		Admission Fees:	
Technology Fees	_____	Faculty/Staff rate:	_____
Piano Tuning	_____	Student rate:	_____
Lighting Fees	_____	Alumni rate:	_____
Facility Set Up Fees	_____	General Public rate:	_____
Tent Rental	_____		
Other Equipment Rental	_____		
General Supplies	_____		
Publicity			
Posters	_____		
Mailed publicity	_____		
Programs	_____		
TOTAL EXPENSES	<u>\$0.00</u>	TOTAL INCOME	<u>0.00</u>

* If your totals do not match, you may need to adjust your program accordingly.