

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 When? | | |
|---|-----------------|------------------------|
| FACILITY COST | | |
| | <u>Comments</u> | <u>Estimate Amount</u> |
| Facility cost (if separate from individual meal cost) | | \$ |
| Facility Staff | | \$ |
| Security | | \$ |
| Other (please explain) | | \$ |
| FOOD | | |
| Meal Cost (meal cost ____ X est. attendees ____) | | \$ |
| Paper good needs, if any | | \$ |
| Beverages | | \$ |
| Desserts | | \$ |
| Other | | \$ |
| RENTAL COSTS | | |
| Table and Chairs | | \$ |
| Plates & Utensils | | \$ |
| Centerpieces | | \$ |
| Equipment | | \$ |
| Other | | \$ |
| TRANSPORTATION | | |
| Bus Rental | | \$ |
| NBCF Buses | | \$ |
| Other | | \$ |
| SPEAKER COSTS | | |
| Stipend | | \$ |
| Airfare (from where) | | \$ |
| Hotel (# of nights) | | \$ |
| Other | | \$ |
| PROMOTION COSTS | | |
| | <u>Comments</u> | <u>Estimate Amount</u> |
| Printing (what, how many, etc.) | | \$ |
| Newspaper Ad (please explain) | | \$ |
| Other (please explain) | | \$ |
| OTHER | | |
| Decorations | | \$ |