



Sample Constituent Event Budget Work Sheet

Event Budget Work Sheet		
Name of event: _____		
Date(s) and location of event _____		
Budget prepared by _____		
Revenue	<u>Budget</u>	<u>Actual</u>
Registration Fees (costs x participants)	\$ _____	\$ _____
Sponsorships	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total Revenue	\$ _____	\$ _____
Expenses		
<u>Item</u>	<u>Budget</u>	<u>Actual</u>
Promotional Material Design	\$ _____	\$ _____
Printing	\$ _____	\$ _____
Ad Promotion	\$ _____	\$ _____
Mailing List	\$ _____	\$ _____
Mail House	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Workbook Binders	\$ _____	\$ _____
Workbook Printing	\$ _____	\$ _____
Supplementary Books	\$ _____	\$ _____
Certificates	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Signage	\$ _____	\$ _____
Meals/breaks/gratuities	\$ _____	\$ _____
Room Rental	\$ _____	\$ _____
AV Costs (costs x session)	\$ _____	\$ _____
Honorarium(s)/travel expenses	\$ _____	\$ _____
Comm. travel/meals	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____