**EVENT BUDGET PLANNER**

*Event Name:* ____________________________

*Date:* __________  *Time:* __________  *Location:* ____________________________

*Items are arranged to correspond with the event-planning checklist.*

<table>
<thead>
<tr>
<th>Expenses*</th>
<th>Budgeted Amount</th>
<th>Actual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Audio/visual equipment rentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catering- food and beverages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment- artist/speaker fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tickets (printing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publicity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-copying charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-newspaper ads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-radio ads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-poster board/ banner paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-other supplies (markers, paint, pens, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prizes/ souvenirs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other expenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses:**

<table>
<thead>
<tr>
<th>Income</th>
<th>Anticipated Revenue</th>
<th>Generated Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-sponsorship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-shirt sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other income</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Income:**

*Net Loss or Gain:*