|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Event Budget Template | | | | | | |
| Expenses |  |  |  |  |  |  |
|  |  |  |  |  | **Estimated** | **Actual** |
| Total Expenses |  |  |  |  | **$700.00** | **$300.00** |
|  |  |  |  |  |  |  |
| Site | **Estimated** | **Actual** |  | **Refreshments** | **Estimated** | **Actual** |
| Room and hall fees | $500.00 |  |  | Food |  |  |
| Site staff |  |  |  | Drinks |  |  |
| Equipment |  |  |  | Linens |  |  |
| Tables and chairs |  |  |  | Staff and gratuities |  |  |
| Total | **$500.00** | **$0.00** |  | **Total** | **$0.00** | **$0.00** |
|  |  |  |  |  |  |  |
| Decorations | **Estimated** | **Actual** |  | **Program** | **Estimated** | **Actual** |
| Flowers | $200.00 | $300.00 |  | Performers |  |  |
| Candles |  |  |  | Speakers |  |  |
| Lighting |  |  |  | Travel |  |  |
| Balloons |  |  |  | Hotel |  |  |
| Paper supplies |  |  |  | Other |  |  |
| Total | **$200.00** | **$300.00** |  | **Total** | **$0.00** | **$0.00** |
|  |  |  |  |  |  |  |
| Publicity | **Estimated** | **Actual** |  | **Prizes** | **Estimated** | **Actual** |
| Graphics work |  |  |  | Ribbons/Plaques/Trophies |  |  |
| Photocopying/Printing |  |  |  | Gifts |  |  |
| Postage |  |  |  | **Total** | **$0.00** | **$0.00** |
| Total | **$0.00** | **$0.00** |  |  |  |  |
|  |  |  |  |  |  |  |
| Miscellaneous | **Estimated** | **Actual** |  |  |  |  |
| Telephone |  |  |  |  |  |  |
| Transportation |  |  |  |  |  |  |
| Stationery supplies |  |  |  |  |  |  |
| Fax services |  |  |  |  |  |  |
| Total | **$0.00** | **$0.00** |  |  |  |  |

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| Event Budget Template | | | | | |
| Income |  |  |  |  |  |
|  |  |  |  | **Estimated** | **Actual** |
| Total income |  |  |  | **$1,936.00** | **$1,831.00** |
|  |  |  |  |  |  |
| Admissions |  |  |  |  |  |
| Estimated No. | **Actual No.** | **Type** | **Price** | **Estimated Income** | **Actual Income** |
| 300 | 278 | Adults @ | $5.00 | $1,500.00 | $1,390.00 |
| 197 | 195 | Children @ | $2.00 | $394.00 | $390.00 |
| 42 | 51 | Other @ | $1.00 | $42.00 | $51.00 |
| Total |  |  |  | **$1,936.00** | **$1,831.00** |
|  |  |  |  |  |  |
| Ads in program |  |  |  |  |  |
| Estimated No. | **Actual No.** | **Type** | **Price** | **Estimated Income** | **Actual Income** |
|  |  | Covers @ |  | $0.00 | $0.00 |
|  |  | Half-pages @ |  | $0.00 | $0.00 |
|  |  | Quarter-pages @ |  | $0.00 | $0.00 |
| Total |  |  |  | **$0.00** | **$0.00** |
|  |  |  |  |  |  |
| Exhibitors/vendors |  |  |  |  |  |
| Estimated No. | **Actual No.** | **Type** | **Price** | **Estimated Income** | **Actual Income** |
|  |  | Large booths @ |  | $0.00 | $0.00 |
|  |  | Med. booths @ |  | $0.00 | $0.00 |
|  |  | Small booths @ |  | $0.00 | $0.00 |
| Total |  |  |  | **$0.00** | **$0.00** |
|  |  |  |  |  |  |
| Sale of items |  |  |  |  |  |
| Estimated No. | **Actual No.** | **Type** | **Price** | **Estimated Income** | **Actual Income** |
|  |  | Items @ |  | $0.00 | $0.00 |
|  |  | Items @ |  | $0.00 | $0.00 |
|  |  | Items @ |  | $0.00 | $0.00 |
|  |  | Items @ |  | $0.00 | $0.00 |
| Total |  |  |  | **$0.00** | **$0.00** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Event Budget Template | | | | | | |
| Profit - Loss Summary | |  |  |  |  |  |
|  |  |  | |  | | --- | |  | |  |  |  |
|  |  |  |  |  |  |  |
|  | **Estimated** | **Actual** |  |  |  |  |
| Total income | $1,936.00 | $1,831.00 |  |  |  |  |
| Total expenses | $700.00 | $300.00 |  |  |  |  |
|  |  |  |  |  |  |  |
| Total profit (or loss) | **$1,236.00** | **$1,531.00** |  |  |  |  |
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