

Event Budget for [Event Name]

> Expenses

			Estimated	Actual
Total Expenses			\$0.00	\$0.00
Site	Estimated	Actual		
Room and hall fees				
Site staff				
Equipment				
Tables and chairs				
Total	\$0.00	\$0.00		
Refreshments	Estimated	Actual		
Food				
Drinks				
Linens				
Staff and gratuities				
Total	\$0.00	\$0.00		
Decorations	Estimated	Actual		
Flowers				
Candles				
Lighting				
Balloons				
Paper supplies				
Total	\$0.00	\$0.00		
Program	Estimated	Actual		
Performers				
Speakers				
Travel				
Hotel				
Other				
Total	\$0.00	\$0.00		
Publicity	Estimated	Actual		
Graphics work				
Photocopying/Printing				
Postage				
Total	\$0.00	\$0.00		
Miscellaneous	Estimated	Actual		
Telephone				
Transportation				
Prizes	Estimated	Actual		
Ribbons/Plaques/Trophies				
Gifts				
Total	\$0.00	\$0.00		

Stationery supplies		
Fax services		
Total	\$0.00	\$0.00

Event Budget for [Event Name]

> Income

		Estimated	Actual
Total Income		\$0.00	\$0.00
Admissions			
Estimated	Actual	Estimated	Actual
	Adults @ \$5.00	\$0.00	\$0.00
		\$0.00	\$0.00
Ads in program			
Estimated	Actual	Estimated	Actual
	Covers @	\$0.00	\$0.00
	Half-pages @	\$0.00	\$0.00
	Quarter-pages @	\$0.00	\$0.00
		\$0.00	\$0.00
Exhibitors/vendors			
Estimated	Actual	Estimated	Actual
	Large booths @	\$0.00	\$0.00
	Med. booths @	\$0.00	\$0.00
	Small booths @	\$0.00	\$0.00
		\$0.00	\$0.00
Sale of items			
Estimated	Actual	Estimated	Actual
	Items @	\$0.00	\$0.00

Items @	\$0.00	\$0.00
Items @	\$0.00	\$0.00
Items @	\$0.00	\$0.00
	\$0.00	\$0.00

Event Budget for [Event Name]

> Profit - Loss Summary

	Estimated	Actual
Total income	\$0.00	\$0.00
Total expenses	\$0.00	\$0.00
Total profit (or loss)	\$0.00	\$0.00



