

BUDGET TEMPLATE

Event Name and Date

Income	Estimated	Actual
Ticket Revenue Consider level of tickets with additional benefits for a tiered structure (i.e. VIP tickets include valet parking, additional gift, etc.)		
Sponsorship/Underwriting		
Donations at Event Auction, raffle or other revenue generating activities		
Total Revenue		

Expenses	Estimated	Actual
Venue Cost		
Food		
Beverage		
Tax and Gratuity		
Labor		
Decorations		
Rentals		
Audio Visual		
Printed Material Include save the date cards, invitations, event programs, event signage, nametags		
Talent Band, DJ, performers		
Promotion & Advertising		
Recognition At the event and after for sponsors		
Photographer		
Meeting Expenses (for Committee)		
Auction or Raffle Costs Computer software, credit card terminal rental, miscellaneous		
Contingency		
Total Expenses		

Total Net Revenue (*Revenue* minus *Expenses*): _____