

Event Planning Budget

CATEGORY	PROJECTED SUBTOTAL	ACTUAL SUBTOTAL	COMMENTS
Venue			
Space Rental			
Event Staff			
Equipment Rental			
Table and Chairs			
Linens			
Lighting			
Decorations			
Hosting Fees			
AV & Other Technology Expenses			
Other			
Menu Planning			
Food			
Beverages			
Appetizers			
Other			
Event Programming			
Speakers			
Performers			
Other			
Travel			
Mileage Costs			
Lodging			
Per Diem (Food or other requests)			
Other			
Public Relations/ Marketing/ Event Communications			
Invitations			
Graphic Design			
Social Media			
Press Release			
Printing Cost (signage, programs, brochures)			
Advertisements			
Other			
Staff Time			
Fund Development Team Hours Spent			
Marketing Team Hours Spent			
Management Team Hours Spent			
Total Staff Hours Spent x Average Hourly Rate			
Volunteer Time			
Other			
Revenue			
Ticket Sales			
Donor Gifts			
Sponsorships			
Other			
Total Revenue			
Total Expenses			
Total Profit (Revenue - Expenses)			