

School Event Budget Planner

A practical budgeting worksheet for school dances, proms, carnivals, field days, fundraisers, awards events, graduations, pep rallies, and other student activities.

School: _____	Date: _____
Event: _____	Expected Attendance: _____
Location: _____	Target Budget: \$ _____

Budget Overview

Budget Item	Amount
Total approved budget	\$ _____
Expected attendance	_____
Estimated cost per student / guest	\$ _____
Ticket / admission income	\$ _____
Fundraising / sponsor income	\$ _____
School / PTO contribution	\$ _____
Contingency reserve	\$ _____

Venue & Facility Costs

Expense	Budgeted	Quoted	Actual	Paid / Notes
Room / venue rental	\$ _____	\$ _____	\$ _____	_____
Custodial / cleanup fees	\$ _____	\$ _____	\$ _____	_____
Security / SRO staffing	\$ _____	\$ _____	\$ _____	_____
Parking / traffic control	\$ _____	\$ _____	\$ _____	_____
Tables / chairs / linens	\$ _____	\$ _____	\$ _____	_____

Entertainment & AV

Expense	Budgeted	Quoted	Actual	Paid / Notes
DJ / MC / entertainment	\$ _____	\$ _____	\$ _____	_____
Sound / microphones	\$ _____	\$ _____	\$ _____	_____
Lighting / uplighting	\$ _____	\$ _____	\$ _____	_____
Projector / screen / AV	\$ _____	\$ _____	\$ _____	_____
Photo booth / photo experience	\$ _____	\$ _____	\$ _____	_____

Food & Beverage

Expense	Budgeted	Quoted	Actual	Paid / Notes
Catering / meal service	\$ _____	\$ _____	\$ _____	_____
Snacks / concessions	\$ _____	\$ _____	\$ _____	_____
Desserts / cake	\$ _____	\$ _____	\$ _____	_____
Water / beverages	\$ _____	\$ _____	\$ _____	_____
Serving supplies	\$ _____	\$ _____	\$ _____	_____

Decorations, Theme & Branding

Expense	Budgeted	Quoted	Actual	Paid / Notes
Decorations / centerpieces	\$ _____	\$ _____	\$ _____	_____
Banners / signage	\$ _____	\$ _____	\$ _____	_____
Backdrops / photo area	\$ _____	\$ _____	\$ _____	_____
Balloons / flowers / props	\$ _____	\$ _____	\$ _____	_____
Printing / posters	\$ _____	\$ _____	\$ _____	_____

Tickets, Printing & Registration

Expense	Budgeted	Quoted	Actual	Paid / Notes
Tickets / wristbands / stamps	\$ _____	\$ _____	\$ _____	_____
Programs / schedules	\$ _____	\$ _____	\$ _____	_____
Name tags / badges	\$ _____	\$ _____	\$ _____	_____
Permission / guest forms	\$ _____	\$ _____	\$ _____	_____
Online registration fees	\$ _____	\$ _____	\$ _____	_____

Awards, Prizes & Activities

Expense	Budgeted	Quoted	Actual	Paid / Notes
Awards / trophies / plaques	\$ _____	\$ _____	\$ _____	_____
Raffle / door prizes	\$ _____	\$ _____	\$ _____	_____
Contest prizes	\$ _____	\$ _____	\$ _____	_____
Game / activity supplies	\$ _____	\$ _____	\$ _____	_____
Student recognition items	\$ _____	\$ _____	\$ _____	_____

Transportation, Safety & Staffing

Expense	Budgeted	Quoted	Actual	Paid / Notes
Bus / shuttle transportation	\$ _____	\$ _____	\$ _____	_____
Staff overtime	\$ _____	\$ _____	\$ _____	_____
First-aid supplies	\$ _____	\$ _____	\$ _____	_____
Insurance / permits	\$ _____	\$ _____	\$ _____	_____
Emergency / safety supplies	\$ _____	\$ _____	\$ _____	_____

Miscellaneous & Contingency

Expense	Budgeted	Quoted	Actual	Paid / Notes
Shipping / delivery fees	\$ _____	\$ _____	\$ _____	_____
Last-minute purchases	\$ _____	\$ _____	\$ _____	_____
Replacement supplies	\$ _____	\$ _____	\$ _____	_____
Taxes / service charges	\$ _____	\$ _____	\$ _____	_____
Contingency reserve	\$ _____	\$ _____	\$ _____	_____

Payment & Deposit Tracker

Vendor / Expense	Deposit Due	Deposit Paid	Final Due	Final Paid
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Final Budget Summary

Summary Item	Amount
Total budgeted expenses	\$ _____
Total actual expenses	\$ _____
Total ticket / admission income	\$ _____
Total fundraising / sponsor income	\$ _____
Net school cost	\$ _____
Amount over / under budget	\$ _____
Actual cost per attendee	\$ _____