

Event Budget for _____

Expenses

Actual

Total Expenses **\$0.00**

	Actual
Site	
Room and hall fees	
Site staff	
Equipment	
Tables and chairs	
Totals	\$0.00

	Actual
Refreshments	
Food	
Drinks	
Linens	
Staff and gratuities	
Totals	\$0.00

Decorations	
Flowers	
Candles	
Lighting	
Balloons	
Paper supplies	
Totals	\$0.00

Program	
Performers	
Speakers	
Travel	
Hotel	
Other	
Totals	\$0.00

Publicity	
Brochure	
Photocopying/Printing	
Postage	
Radio	
Magazine	
Newspaper	
Other (specify)	
Totals	\$0.00

Prizes	
Ribbons/Plaques/Trophies	
Gifts	
Totals	\$0.00

Miscellaneous	
Telephone	
Transportation	
Stationery supplies	
Fax services	
Totals	\$0.00

Total Anticipated Cost of Event: _____

Amount of Tourism Funds requested: _____

Funds provided by your organization: _____

Source of Funds provided by your organization: _____

Funds provided by other organizations: _____

Event Budget for [Event Name]

Income

Total income

Admissions

Estimated	Actual
300	278
197	195
42	51

Adults @	\$5.00
Children @	\$2.00
Other @	\$1.00

Ads in program

Covers @	
Half-pages @	
Quarter-pages @	

Exhibitors/vendors

Large booths @	
Med. booths @	
Small booths @	

Sale of items

Items @	
Items @	
Items @	
Items @	



Estimated	Actual
\$1,936.00	\$1,831.00



Estimated	Actual
\$1,500.00	\$1,390.00
\$394.00	\$390.00
\$42.00	\$51.00
\$1,936.00	\$1,831.00



\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00



\$0.00	\$0.00
\$0.00	\$0.00
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\$0.00	\$0.00
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\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00



Event Budget for [Event Name]

Profit - Loss Summary

	Estimated	Actual
Total income	\$1,936.00	\$1,831.00
Total expenses	#REF!	\$0.00
Total profit (or loss)	#REF!	\$1,831.00

