

## Event Budget for \_\_\_\_\_

### Expenses

<b>Total Expenses</b>	<b>Actual</b> <b>\$0.00</b>
-----------------------	--------------------------------

	Actual
<b>Site</b>	
Room and hall fees	
Site staff	
Equipment	
Tables and chairs	
<b>Totals</b>	<b>\$0.00</b>

	Actual
<b>Refreshments</b>	
Food	
Drinks	
Linens	
Staff and gratuities	
<b>Totals</b>	<b>\$0.00</b>

<b>Decorations</b>	
Flowers	
Candles	
Lighting	
Balloons	
Paper supplies	
<b>Totals</b>	<b>\$0.00</b>

<b>Program</b>	
Performers	
Speakers	
Travel	
Hotel	
Other	
<b>Totals</b>	<b>\$0.00</b>

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

<b>Prizes</b>	
Ribbons/Plaques/Trophies	
Gifts	
<b>Totals</b>	<b>\$0.00</b>

<b>Miscellaneous</b>	
Telephone	
Transportation	
Stationery supplies	
Fax services	
<b>Totals</b>	<b>\$0.00</b>

**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:** \_\_\_\_\_