



Event Budget

Dragonfly Journey
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Name

Event Name

Event Date:

Total Budget:

Event Location:

Description	Goal	Actual	Difference
Marketing and Promotion	\$	\$	\$
Signage and Branding	\$	\$	\$
Speakers	\$	\$	\$
Staffing	\$	\$	\$
Decor	\$	\$	\$
Photography	\$	\$	\$
Video	\$	\$	\$
Music	\$	\$	\$
Entertainment	\$	\$	\$
Pre-Event	\$	\$	\$
Reception	\$	\$	\$
Post Event	\$	\$	\$
Stationary	\$	\$	\$
Equipment	\$	\$	\$
Favors and Gifts	\$	\$	\$
Miscellaneous	\$	\$	\$
Total	\$	\$	\$