Special Olympics Ireland – Event Management Guide

EVENT BUDGET TEMPLATE

| Event: Date: | | Venue: Event Manager: | |
|--|--------------------|---|---------|
| | | | |
| Note: Your event should n Regional Office prior to an | _ | a loss. If you need assistance please contac | ct your |
| | , ~ F •==== | | |
| Income | | Expenditure | |
| Source | €/£ | Expense Type | €/£ |
| Athlete Contribution | | Venue Hire | |
| Sponsorship | | Catering | |
| Donations | | Sports Awards | |
| Other (please specify) | | Communications equipment (two-way radios/PA System) | |
| | | Sports Equipment (please specify) | |
| | | | |
| | | | |
| | | | |
| | | Furniture, Fixtures & Equipment (FF&E) (please specify) | |
| | | | |
| | | | |
| | | | |
| | | Other (please specify) | |
| | | | |
| | | | |
| TOTAL INCOME | | TOTAL EXPENDITURE | |

| Surplus / Defici | t for the Event: | |
|------------------|------------------|--|
| | | |