

Sample Event Budget Template

Fill in the following template with your club's event information. Feel free to add rows where you have additional line items. Use the notes section to provide descriptions of your line items

Description	Amount	Notes
Revenue		
Ticket Sales	\$2,000.00	\$20 tickets x 100 participants
Grant Funding	\$1,000.00	TRUSU Grant
Fundraising	\$250.00	
Club Contribution	\$0.00	
Other Revenue	\$750.00	Sponsorship Revenue from A.C.M.E Company
Total Revenue	\$4,000.00	

Expenses		
Entertainment Costs		
Band Fee	\$500.00	Name of the band
Hotel Rooms for the Band	\$250.00	2 rooms for one night at the Ramanda Inn
Venue Costs		
Room Rental	\$250.00	Cost to rent Heroes Pub
Security Costs	\$500.00	Two security guards from Concord Security for 4 hours
Production Costs		
Stage Rental	\$500.00	G& K Sound
Sound Equipment Rental	\$600.00	G & K Sound
Materials & Supplies		
Decorations	\$50.00	Streamers
Food Costs		
Dinner for the Band	\$65.00	Dinner at subway for 4 people
Other Costs		
Total Expenses	\$2,715.00	

Deficit/Surplus	\$1,285.00
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