

Event Budget Sheet

Budget Category	Budget Items	Donation	Cost
Décor			
	Balloons		
	Florals		
	Centerpieces		
	Candles, votives, etc.		
	Other:		
	<i>Décor Total =</i>		
Entertainment			
	Lighting		
	A/V Equipment		
	Other:		
	<i>Entertainment Total =</i>		
Food/Beverage			
	Breakfast		
	Lunch		
	Dinner		
	Bar		
	Other:		
	<i>Food/Beverage Total =</i>		
Gifts			
	Gift Bags		
	Committee Member Thank You's		
	Sponsor Thank You's		
	Other:		
	<i>Gift Total =</i>		
Postage/Printing			
	Brochures		
	Programs		
	Signage/Banners		
	Press Releases/Calendar Listings		
	Thank you Letters		
	Other:		
	<i>Postage/Printing Total =</i>		
Rentals			
	Room Rental		
	Stage		
	Tent		
	Table/Chairs		
	Place Settings		
	Linens		
	Other:		
	<i>Rentals Total =</i>		
Volunteer Expenses			
	Thank you Letters		
	Tee Shirts		
	Food & Beverage		

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	Other:		
	<i>Volunteer Expenses Total =</i>		
Miscellaneous			
	Photographer		
	Insurance		
	Meetings		
	Telephone/Conference Calls		
	Office Supplies		
	Travel		
	Tips		
	Taxes		
	Other:		
	<i>Miscellaneous Total =</i>		
TOTAL COSTS			
% to go to GRF			

Glaucoma Research Foundation
 251 Post Street | Suite 600 | San Francisco, CA 94108
 PH: 415.986.3162
www.glaucoma.org | events@glaucoma.org