



## Event Budget Worksheet

Contact Name		Date and Time of Event	
Event		Telephone	

SITE	ESTIMATED	ACTUAL
Room/Venue Fees		
Site staff		
Equipment		
Tables & Chairs		
<b>TOTAL</b>		

REFRESHMENTS	ESTIMATED	ACTUAL
Food		
Drinks		
Linens		
Staff & Gratuities		
<b>TOTAL</b>		

DECORATIONS	ESTIMATED	ACTUAL
Flowers		
Candles		
Lighting		
Balloons		
Paper Supplies		
<b>TOTAL</b>		

PROGRAM	ESTIMATED	ACTUAL
Entertainment/Performers		
Speakers		
Travel		
Hotel		
Special Needs		
<b>TOTAL</b>		

PROMOTION/PUBLIC RELATIONS	ESTIMATED	ACTUAL
Desktop		
Copying/Printing		
Postage		
<b>TOTAL</b>		

PRIZES	ESTIMATED	ACTUAL
Ribbons/Plaques/Trophies		
Gifts		
Other		
<b>TOTAL</b>		

OTHER RESOURCES	ESTIMATED	ACTUAL
Transportation (Attendees)		
Lodging (Attendees)		
Stationery Supplies		
Fax		
<b>TOTAL</b>		

OTHER RESOURCES	ESTIMATED	ACTUAL
Telephone		
Media		
Audio/Visual		
Other Resources		
<b>TOTAL</b>		

<b>Total Estimated Cost</b>		
<b>SOURCE OF FUNDS</b>		
<b>Event Fee</b>	<b># Attendees</b>	
<b>Total Event Fees (Event fee x # attendees)</b>		
<b>Church</b>		
<b>Donations</b>		
<b>TOTAL</b>		

**SPECIAL NOTES/INSTRUCTIONS**