

# EVENT BUDGET PLANNING WORKSHEET

Here is a sample worksheet to set your project budget.

<u>ANTICIPATED EXPENSES</u>		<u>ANTICIPATED INCOME</u>		
Facilities Rental	\$ _____	Admission Fees	\$ _____	
		(multiply anticipated attendance by ticket price, subtract any fees incurred from ticket sales)		
Food	\$ _____	Co-Sponsors (Please List Below)	\$ _____	
Lodging	\$ _____	Fundraising	\$ _____	
Publicity	\$ _____	Anticipated Student Activity Fees	\$ _____	
Speaker Fees/Honorariums	\$ _____			
Supplies	\$ _____	_____	_____	_____
		Student Activity Fees	Amount Requested	Amount Awarded
Technical Support	\$ _____	_____	_____	_____
		Student Activity Fees	Amount Requested	Amount Awarded
Travel	\$ _____			
Security	\$ _____	Other Income	\$ _____	
Films License or Permits	\$ _____	<b>*TOTAL</b>	\$ _____	
Registration Fees	\$ _____			
Other	\$ _____			
<b>*TOTAL</b>	\$ _____			

**\*If your totals do not match, you may need to adjust your program accordingly.**