

BUDGET PLANNING WORKSHEET

This is a sample worksheet to help set your event budget! Some expenses/incomes may not be utilized according to your event needs.

ANTICIPATED EXPENSES		Anticipated Income		
Facilities Rental	\$ _____	Admission Fees	\$ _____	
Food	\$ _____	Co-Sponsors (please list below)	_____	
Lodging	\$ _____			
Publicity	\$ _____			
Speaker Fees/Honorariums	\$ _____	Anticipated Grants Income _____		
		Name of Grant	Amount Requested	Amount Awarded
Technical Support	\$ _____	Name of Grant	Amount Requested	Amount Awarded
		Name of Grant	Amount Requested	Amount Awarded
Travel	\$ _____	Name of Grant	Amount Requested	Amount Awarded
		Name of Grant	Amount Requested	Amount Awarded
Security	\$ _____	Other Income _____		
Films License/Permits	\$ _____			
Registration Fees	\$ _____			
Other	\$ _____			
TOTAL	\$ _____	TOTAL	\$ _____	

Adjustments can be made to event/program if totals do not match.