

Event Budget Worksheet

Name of Event _____

Purpose of Event _____

Contact Person (Name & Contact Info) _____

Event Date(s) _____ Event Location _____

Expected Attendance _____ Approximate Cost per Person _____

Fee Charged Per Person to Cover Costs _____

	Anticipated Expenses	Budgeted Amount
Pre-Event Planning		
Flyers/Signs/Banners		
Advertisements/Social Media		
T-shirts		
Other Promo items		
Planning Supplies		
Food/Beverages		
Meeting Supplies		
Books/Other Resources		
Event Site		
Meeting Room Rental(s)		
Group Lodging		
Childcare		
Equipment Rental		
Decorations		
Clean-up Fees		
Tech Team		
Paper Products		

Transportation		
Gas & Mileage		
Van/Bus Rental		
Guest Speakers/Musicians		
Fee/Honorarium		
Travel & Transportation		
Lodging		
Meals		
Welcome Bag(s)		
Food		
Meal(s)		
Snacks		
Servers/Serving Fee		
Other Expenses		
Activity Fees		
Programs & Pens		
Door Prizes		
Goodie Bags/Favors		
Communion Supplies		
Name Tags		
Scholarships		
Miscellaneous		
Totals for Event		