

Event Budget for [Event Name]

Expenses

	Estimated	Actual
Total Expenses	\$700.00	\$300.00

	Estimated	Actual
Site		
Room and hall fees	\$500.00	
Site staff		
Equipment		
Tables and chairs		
Totals	\$500.00	\$0.00

	Estimated	Actual
Refreshments		
Food		
Drinks		
Linens		
Staff and gratuities		
Totals	\$0.00	\$0.00

	Estimated	Actual
Decorations		
Flowers	\$200.00	\$300.00
Candles		
Lighting		
Balloons		
Paper supplies		
Totals	\$200.00	\$300.00

	Estimated	Actual
Program		
Performers		
Speakers		
Travel		
Hotel		
Other		
Totals	\$0.00	\$0.00

	Estimated	Actual
Publicity		
Graphics work		
Photocopying/Printing		
Postage		
Totals	\$0.00	\$0.00

	Estimated	Actual
Prizes		
Ribbons/Plaques/Trophies		
Gifts		
Totals	\$0.00	\$0.00

	Estimated	Actual
Miscellaneous		
Telephone		
Transportation		
Stationery supplies		
Fax services		
Totals	\$0.00	\$0.00