|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Planning Budget Worksheet** | | | | | | | | | |
|  | |  |  |  |  | |  | |  |
|  | |  |  |  |  | |  | |  |
|  | |  |  |  |  | |  | |  |
| **Summary of Expenses and Income** | | |  |  | |  | **Budget Summary** | |  |
|  | |  |  |  | |  |  | |  |
| Venue |  | |  |  | |  | Total Expenses | |  |
| Refreshments |  | |  |  | |  | **$57,200.00** | |  |
| Program |  | |  |  | |  | Total Actual Income | |  |
| Promotion |  | |  |  | |  | **$66,000.00** | |  |
| Miscellaneous |  | |  |  | |  | Balance | |  |
| **Total Expenses** | **$57,200.00** | |  |  | |  | **$8,800.00** | |  |
|  |  | |  |  | |  |
| Chart   |  | | --- | |  | | | | | | | | | | |
|
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|
|
|
|
| Expenses | | | | | | | | | |
| **Category** | | | | | | | | **Amount** | |
| Venue | | | | | | | |  | |
| Room/Hall Rent | | | | | | | | $2,000.00 | |
| Furniture | | | | | | | | $5,000.00 | |
| Equipment’s (Speakers, Microphones, etc.) | | | | | | | | $3,000.00 | |
| Decorations | | | | | | | | $1,000.00 | |
|  | | | | | | | |  | |
| Refreshments | | | | | | | |  | |
| Food | | | | | | | | $10,000.00 | |
| Drinks | | | | | | | | $12,000.00 | |
|  | | | | | | | |  | |
| Program | | | | | | | |  | |
| Presenters | | | | | | | | $5,000.00 | |
| Performers | | | | | | | | $5,000.00 | |
| Presenter/Performer Travel Expenses | | | | | | | | $1,500.00 | |
| Presenter/Performer Accommodation | | | | | | | | $2,000.00 | |
|  | | | | | | | |  | |
| Promotion | | | | | | | |  | |
| Paid Advertising | | | | | | | | $5,000.00 | |
| Web Development | | | | | | | | $2,000.00 | |
| Special offers/giveaways | | | | | | | | $1,000.00 | |
|  | | | | | | | |  | |
| Miscellaneous | | | | | | | |  | |
| Name Tags/Budgets | | | | | | | | $1,100.00 | |
| Printed agendas/programs | | | | | | | | $900.00 | |
| Swag (Stickers, Posters, Keychains, etc.) | | | | | | | | $500.00 | |
| Stationary/Pen/Pencils | | | | | | | | $200.00 | |
|  | | | | | | | |  | |
|  | |  |  |  |  | | |  |  |
| Income | | | | | | | | | |
| **Description** | | | **Qty** | **Unit Price** | | | | **Actual Income** | |
| Registrations | | | 200 | $300.00 | | | | $60,000.00 | |
| Sales (Audio and Video CDs) | | | 50 | $120.00 | | | | $6,000.00 | |
|  | | |  |  | | | |  | |