

Event Name



Event Budget for *Event Name* : EXPENSES

Site	Estimated	Actual
Room and hall fees	\$500.00	\$300.00
Site staff		
Equipment		
Tables and chairs		
Total	\$500.00	\$300.00

Decorations	Estimated	Actual
Flowers	\$200.00	\$500.00
Candles		
Lighting		
Balloons		
Paper supplies		
Total	\$200.00	\$500.00

Publicity	Estimated	Actual
Graphics work	\$500.00	\$800.00
Photocopying/Printing		
Postage		
Total	\$500.00	\$800.00

Miscellaneous	Estimated	Actual
Telephone	\$500.00	\$600.00
Transportation		
Stationery supplies		
Fax services		
Total	\$500.00	\$600.00

Refreshments	Estimated	Actual
Food	\$600.00	\$800.00
Drinks		
Linens		
Staff and gratuities		
Total	\$600.00	\$800.00

Program	Estimated	Actual
Performers	\$300.00	\$500.00
Speakers		
Travel		
Hotel		
Other		
Total	\$300.00	\$500.00

Prizes	Estimated	Actual
Ribbons/Plaques/Trophies	\$200.00	\$300.00
Gifts		
Total	\$200.00	\$300.00

Total Expenses	Estimated	Actual
	\$2,800.00	\$3,800.00

