

Sample Budget Template

Event:
 Event Coordinator:
 Target Audience (campus or external):

Date:
 Location:
 Event Budget:

Budget	Actual	Foundation	Type of Expense	Notes
Publicity				
\$	\$	\$	Newspaper Ad	
\$	\$	\$	Flyers/Posters	
\$	\$	\$	Table Tents	
\$	\$	\$	Banners	
\$	\$	\$	Printing Cost	
\$	\$	\$	Other:	
\$	\$	\$		
\$	\$	\$		

Budget	Actual	Foundation	Type of Expense	Notes
Operations/ Production				
\$	\$	\$	Facility Rental	
\$	\$	\$	Student Staff	
\$	\$	\$	Officials	
\$	\$	\$	Additional AT	
\$	\$	\$	A/V – Sound Equipment	
\$	\$	\$	Decorations	
\$	\$	\$	Other:	
\$	\$	\$		
\$	\$	\$		

Budget	Actual	Foundation	Type of Expense	Notes
Entertainment/ Supplies				
\$	\$	\$	Honorarium/Entertainment	
\$	\$	\$	Activity Supplies	
\$	\$	\$	Prizes/Incentives	
\$	\$	\$	Food:	
\$	\$	\$		
\$	\$	\$	Other:	
\$	\$	\$		
\$	\$	\$		

Budget	Actual	Foundation	Type of Expense	Notes
Total Expenses				
\$	\$	\$	FINAL TOTAL EXPENSES	

Budget	Actual	Foundation	Type of Expense	Notes
Total Income				
\$	\$	\$	Budget for Event	
\$	\$	\$	Co-Sponsorships	
\$	\$	\$	Admission/Entry Events	
\$	\$	\$	FINAL TOTAL INCOME	

Budget	Actual	Foundation	Type of Expense	Notes
Net Standing				
\$	\$	\$	Net Standing (total income – total expense)	