

# Event Budget for [Event Name]

## Expenses

	Estimated	Actual
Total Expenses	\$700.00	\$300.00

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

<b>Decorations</b>		
Flowers	\$200.00	\$300.00
Candles		
Lighting		
Balloons		
Paper supplies		
Totals	\$200.00	\$300.00

<b>Publicity</b>		
Graphics work		
Photocopying/Printing		
Postage		
Totals	\$0.00	\$0.00

<b>Miscellaneous</b>		
Telephone		
Transportation		
Stationery supplies		
Fax services		
Totals	\$0.00	\$0.00

	Estimated	Actual
<b>Refreshments</b>		
Food		
Drinks		
Linens		
Staff and gratuities		
Totals	\$0.00	\$0.00

<b>Program</b>		
Performers		
Speakers		
Travel		
Hotel		
Other		
Totals	\$0.00	\$0.00

<b>Prizes</b>		
Ribbons/Plaques/Trophies		
Gifts		
Totals	\$0.00	\$0.00