

## Event Planning Budget Worksheet

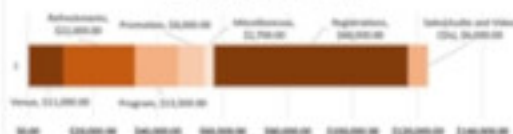
### Summary of Expenses and Income

Venue	\$11,000.00
Refreshments	\$22,000.00
Program	\$11,000.00
Promotions	\$8,000.00
Miscellaneous	\$2,700.00
<b>Total Expenses</b>	<b>\$57,200.00</b>

### Budget Summary

Total Expenses
<b>\$57,200.00</b>
Total Actual Income
<b>\$66,000.00</b>
Balance
<b>\$8,800.00</b>

### Income and Expenses of Event Planning



### Expenses

Category	Amount
<b>Venue</b>	
Room/Hall Rent	\$2,000.00
Furniture	\$1,000.00
Equipment's (Speakers, Microphones, etc.)	\$1,000.00
Decorations	\$1,000.00
<b>Refreshments</b>	
Food	\$10,000.00

