

Budget Template

EVENT SITE/FACILITY		
Rental Fee		
Permit(s)/License		
Subtotal		
RENTALS		
Table/Chairs		
Linens		
Subtotal		
FOOD SERVICES		
Food		
Beverages		
Subtotal		
PROMOTION ADVERTISING		
Newspapers/Magazines		
Fliers		
Emails		
Radio		
Subtotal		
MISC. COSTS		
Entertainment		
Event Décor		
Parking		
Extra Supplies		
Postage		
Subtotal		
INCOME		
Booth Space Sales		
Ticket Sales/Admission		
Sponsors		
Donations		
Merchandise		
Auction		
Other		
Subtotal		
Total		