| **Event Budget Template**  Write Organization Company Name here - Address Here - Phone: 000-000-000 - [www.abc@gmail.com](http://www.abc@gmail.com)  **(Event Title and Event Date here)** | |
| --- | --- |
|  | |
| **Item** | **$ Amount** |
| Facility rental |  |
| Parking |  |
| Security |  |
| Food |  |
| Service |  |
| Entertainment |  |
| Speakers |  |
| Transportation |  |
| Hotels |  |
| **Equipment rental:** | |
| Tables |  |
| Chairs |  |
| Linens |  |
| Glassware |  |
| China |  |
| Flatware |  |
| Stage |  |
| Sound System |  |
| Projector/Screen/Computer |  |
| **Decorations** | |
| Favors/T-shirts/Incentives |  |
| Graphic Design/Artwork |  |
| **Printing** | |
| * + Save-the-Date/Invitations/Tickets |  |
| * + Brochures/Posters/Fliers/Press Packets |  |
| * + Signage |  |
| * + Bid Sheets/Programs |  |
| Postage/Mail House |  |
| Credit Card Fees |  |
| Photography |  |
| **Total** |  |
| **Source** | **$ Amount** |
| Ticket Sales (minus complimentary tickets) |  |
| Regular |  |
| Patron |  |
| Donations/Pledges |  |
| Sponsorships/Grants |  |
| Program Ads |  |
| Raffle Tickets |  |
| Contest Tickets |  |
| Food |  |
| Bar |  |
| Silent/Live Auction |  |