

Standard Event Budget Form

EVENT NAME _____
 EVENT DATE _____ Rain Date if any _____
 EVENT TYPE _____
 SPECIAL COMMITMENTS _____

| EXPENSES | Estimated | Actual |
|------------------------------------|-----------|--------|
| Location fees, rental | _____ | _____ |
| Ticket printing, wrist bands | _____ | _____ |
| Flyer costs, mailing | _____ | _____ |
| Advertising | _____ | _____ |
| Insurance costs | _____ | _____ |
| Liquor permit, fee | _____ | _____ |
| Security, outside services | _____ | _____ |
| Paid gate and operations personnel | _____ | _____ |
| Food and/or guarantee | _____ | _____ |
| Refreshments and/or guarantee | _____ | _____ |
| Door prizes | _____ | _____ |
| Event prizes | _____ | _____ |
| Entertainment, band fees | _____ | _____ |
| Clean-up | _____ | _____ |
| Supplies (miscellaneous) | _____ | _____ |
| Portable restroom facilities | _____ | _____ |
| Other _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| TOTAL EXPENSES | _____ | _____ |
| Revenue: | | |
| Raffle _____ Tickets @ _____ | _____ | _____ |
| Sponsor fees | _____ | _____ |
| Food Refreshment Sales | _____ | _____ |
| Field Event, Bike Show fees | _____ | _____ |
| Chance Pulls | _____ | _____ |
| Vendor Commissions | _____ | _____ |
| _____ % of _____ | _____ | _____ |
| Products Commissions | _____ | _____ |
| _____ % of _____ | _____ | _____ |
| SUBTOTAL | _____ | _____ |
| GATE RECEIPTS REQUIRED | _____ | _____ |
| GATE RECEIPTS | _____ | _____ |
| _____ people @ _____ | _____ | _____ |
| TOTAL INCOME | _____ | _____ |
| TOTAL EXPENSES | _____ | _____ |
| NET PROFIT | _____ | _____ |