# Event budget

# Use this table to start building your event budget. You will need to alter and add to the items in column one to suit your own needs.

# Don't leave blanks; your best guess is better than a refusal to estimate.

# Include all income and expenditure items in the table. Review your list regularly to ensure you haven’t left anything out.

# It can be a good idea to set up sub-budgets for each heading and take their totals into the summary budget.

# Circulate the budget to the people responsible for the parts of the whole (e.g. the person in charge of promotions; the person in charge of the rides) so they can (a) understand the big picture and (b) feed in any items you’ve overlooked.

# Run an eye over the budget every week, and at every point where a cost or item of income is finalised, to try to ensure you know whether you’re on track or heading into trouble.

|  | **$** | **Quoted** | **Estimated** | **Committed** | **Paid** |
| --- | --- | --- | --- | --- | --- |
| **EXPENSES** | | | | | |
| Activity supplies (for auctions, raffles etc) |  |  |  |  |  |
| Marketing, advertising, promotions |  |  |  |  |  |
| Amusements, rides hire |  |  |  |  |  |
| Badges for staff and volunteers |  |  |  |  |  |
| Equipment hire and purchase |  |  |  |  |  |
| Lighting and staging |  |  |  |  |  |
| Food and drink |  |  |  |  |  |
| Hospitality |  |  |  |  |  |
| Insurance |  |  |  |  |  |
| Permits and licences |  |  |  |  |  |
| Risk management |  |  |  |  |  |
| Staff payments |  |  |  |  |  |
| Speakers’ fees |  |  |  |  |  |
| Entertainer’s fees |  |  |  |  |  |
| Taxes |  |  |  |  |  |
| Communications (telephone, internet, etc) |  |  |  |  |  |
| Transport and travel |  |  |  |  |  |
| Utilities |  |  |  |  |  |
| Venue hire and charges |  |  |  |  |  |
| Sundries |  |  |  |  |  |
| **Total expenditure (A)** |  |  |  |  |  |

|  |  |
| --- | --- |
|  | **$** |
| **INCOME** | |
| Ticket sales |  |
| Stalls income (including food stalls) |  |
| Amusements and rides income |  |
| Activity income (auctions, raffles, competitions etc) |  |
| Sponsorship |  |
| New memberships |  |
| Donations |  |
| Item sales (publications, shirts etc) |  |
| Advertising sales (ads in program etc) |  |
| Stall fees and booth charges (for third parties) |  |
| Grants |  |
| Other |  |
| Volunteer contributions |  |
| **Total income (B)** |  |
| **Balance (B minus A)** |  |