

Event Budget Planning Sheet

Event Name:

Enter Event Name

Date:

Location:

Event Location

Income Sources

Description	Estimated Amount	Actual Amount
Sponsorships		
Ticket Sales		
Merchandise		
Other		

Expense Categories

Description	Estimated Amount	Actual Amount
Venue		
Catering		
Decor & Supplies		
Entertainment		
Marketing		
Transportation		
Staff		
Other		

Notes

Add additional notes here...