

Event Marketing Budget Approval

Event Information

Event Name: _____

Date: _____

Location: _____

Prepared by: _____

Submission Date: _____

Budget Breakdown

Item/Category	Description	Estimated Cost	Actual Cost
Venue			
Advertising			
Digital Marketing			
Promotional Materials			
Staff/Personnel			
Other			
Total			

Notes / Justification

Name & Signature

Date

Approved By