Event Financial Worksheet

INCOME

Budgeted Amount	$_____
Ticket Sales	$_____
Fundraising	$_____
Other	$_____

TOTAL INCOME	**$_____**

EXPENSES

Speaker(s)/Musician(s)/Other Guests

A. Travel/Airfare	$_____	
B. Honoraria/Fees	$_____	
C. Lodging	$_____	
D. Meals	$_____	
E. Local Transportation	$_____	
F. Other	$_____	
Subtotal		$_____

Event Meal(s)

A. Caterer	$_____	
B. Centerpieces	$_____	
C. Tablecloths	$_____	
D. Favors	$_____	
E. Other Decorations	$_____	
Subtotal		$_____

Publicity

A. Newspaper	$_____	
B. TV	$_____	
C. Radio	$_____	
D. Mailing(s)	$_____	
E. Other	$_____	
Subtotal		$_____

Venue

A. Facility Rental	$_____	
B. Equipment Rental	$_____	
C. Other	$_____	
Subtotal		$_____

TOTAL EXPENSE	**$_____**