## Event Budget Worksheet

<table>
<thead>
<tr>
<th>ANTICIPATED EXPENSES</th>
<th>$</th>
<th>ANTICIPATED INCOME</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Rental</td>
<td></td>
<td>Admission Fees</td>
<td></td>
</tr>
<tr>
<td>Food &amp; Beverage</td>
<td></td>
<td>Food &amp; Beverage Sales</td>
<td></td>
</tr>
<tr>
<td>Merchandise Cost</td>
<td></td>
<td>Merchandise Sales</td>
<td></td>
</tr>
<tr>
<td>SWAG Cost</td>
<td></td>
<td>Co-Sponsor</td>
<td></td>
</tr>
<tr>
<td>Printed Materials</td>
<td></td>
<td>Co-Sponsor:</td>
<td></td>
</tr>
<tr>
<td>Speaker Fees / Honorariums</td>
<td></td>
<td>Co-Sponsor:</td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
<td>Donor:</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td>Donor:</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>Donor:</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td>Donor:</td>
<td></td>
</tr>
<tr>
<td>Films License or Permits</td>
<td></td>
<td>Grant:</td>
<td></td>
</tr>
<tr>
<td>Registration Fees</td>
<td></td>
<td>Grant:</td>
<td></td>
</tr>
<tr>
<td>Misc:</td>
<td></td>
<td>Misc:</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Balance (+/-)</td>
<td></td>
</tr>
</tbody>
</table>