

# Event Budget

*Directions:*

1. Using the budget worksheet on the following page and your \$7,500, create a budget for an event such as a charity fundraiser, a community event or an end of the year party for your CTSO.
2. Be sure to include all of the expenses you will incur when hosting the event. You may not have all of the expenses listed on the worksheet or there may be others (place the other expenses in the Other area on the worksheet).
3. Attach a citation sheet listing where you obtained your expenses.

# Event Budget

**BUDGET TOTAL**      \$      7,500.00

CATEGORY	SUBTOTAL
<b>Venue</b>	<b>\$ -</b>
Location Rental	
Equipment Rental	
<b>Décor</b>	<b>\$ -</b>
Linens	
Lighting	
Additional Decorative Items	
<b>Food / Beverage</b>	<b>\$ -</b>
Food	
Beverage	
Catering Staff	
<b>Event Programming</b>	<b>\$ -</b>
Speakers	
Performers	
Music / DJ	
<b>Advertising</b>	<b>\$ -</b>
Online/Social Media	
Print	
Radio	
Television	
Postage / Shipping	
<b>Other</b>	<b>\$ -</b>