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| **Event Planning Budget Worksheet** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Summary of Expenses and Income** |  |  |   | **Budget Summary** |   |
|  |  |  |  |   |   |   |
| Venue |  |  |  |   | Total Expenses |   |
| Refreshments |  |  |  |   | **$57,200.00** |   |
| Program |  |  |  |   | Total Actual Income |   |
| Promotion |  |  |  |   | **$66,000.00** |   |
| Miscellaneous |  |  |  |   | Balance |   |
| **Total Expenses** | **$57,200.00** |  |  |   | **$8,800.00** |   |
|  |  |   |   |   |
| Chart

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| Expenses |
| **Category** | **Amount** |
| Venue |   |
| Room/Hall Rent | $2,000.00 |
| Furniture | $5,000.00 |
| Equipment’s (Speakers, Microphones, etc.) | $3,000.00 |
| Decorations | $1,000.00 |
|   |   |
| Refreshments |   |
| Food | $10,000.00 |
| Drinks | $12,000.00 |
|   |   |
| Program |   |
| Presenters | $5,000.00 |
| Performers | $5,000.00 |
| Presenter/Performer Travel Expenses | $1,500.00 |
| Presenter/Performer Accommodation | $2,000.00 |
|   |   |
| Promotion |   |
| Paid Advertising | $5,000.00 |
| Web Development | $2,000.00 |
| Special offers/giveaways | $1,000.00 |
|   |   |
| Miscellaneous |   |
| Name Tags/Budgets | $1,100.00 |
| Printed agendas/programs | $900.00 |
| Swag (Stickers, Posters, Keychains, etc.) | $500.00 |
| Stationary/Pen/Pencils | $200.00 |
|   |   |
|  |  |  |  |  |  |  |
| Income |
| **Description** | **Qty** | **Unit Price** | **Actual Income** |
| Registrations | 200 | $300.00 | $60,000.00 |
| Sales (Audio and Video CDs) | 50 | $120.00 | $6,000.00 |
|   |   |   |   |