

FUNDRAISING EVENT BUDGET TEMPLATE: EXPENSES

FACILITY

	ESTIMATED	ACTUAL
Venue rental	\$	\$
Tables/chairs	\$	\$
Security	\$	\$
Equipment	\$	\$
Decorations	\$	\$
Lighting	\$	\$
Other	\$	\$
TOTAL	\$	\$

MARKETING

	ESTIMATED	ACTUAL
Flyers	\$	\$
Website	\$	\$
Printing	\$	\$
Postage	\$	\$
Posters	\$	\$
Other	\$	\$
TOTAL	\$	\$

FOOD

	ESTIMATED	ACTUAL
Food	\$	\$
Beverages	\$	\$
Other	\$	\$
TOTAL	\$	\$

PERSONNEL

	ESTIMATED	ACTUAL
Performers	\$	\$
Auctioneer	\$	\$
Speakers	\$	\$
Other	\$	\$
TOTAL	\$	\$

MISCELLANEOUS

	ESTIMATED	ACTUAL
Event Insurance	\$	\$
Event Permits	\$	\$
Name Tags	\$	\$
Other	\$	\$
TOTAL	\$	\$

TOTAL EXPENSES

ESTIMATED	ACTUAL
\$	\$