

Event Planning Budget Worksheet

This application must be completed for all community events. This worksheet is due to your community event manager a minimum of 45 days prior to the event. You will be notified the status of your event within 7 days. This form must be completed before you finalize your plans or begin advertising this community event.

You need to project a break-even budget that is zero-based. Do not set a fee before determining expenses. Estimate the total number of participants. Estimate all possible expenditures; allow at least a 10 percent cushion for rising costs.

Event chair: _____
Contact information (phone, email): _____

Event name: _____ Event date and time: _____
Location (street address, city, ZIP): _____

Will you charge participants for this event? YES NO
Projected number of Participants: _____

Determining Registration Fee

Total expenses _____ divided by the total number of paying participants _____ = Event registration fee per person _____

Item	Quantity	Cost	Total
Site rental			
Equipment rental			
Insurance			
Patches			
Name Tags			
Craft Supplies			
Decorations			
Drinks			
Snacks			
Other food			
Copies			
Other (please list)			

TOTAL EXPENSES

Per person registration fee

Requested amount of draw

Check # _____ Amount \$ _____ Received on _____

Treasurer Signature _____ Event Chair Signature _____