

# 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 _____