Budget Guide

**Name of Event:**

**Date:**

**Time:**

**Location:**

**Theme:**

**Objective:**

**Number of Guests:**

|  |
| --- |
| **Budget** |
| **Expenses** | **Projected** | **Revised** |
| Venue |  |  |
| Entertainment |  |  |
| Licences and Permits  |  |  |
| Decor |  |  |
| Equipment Rentals |  |  |
| Food and Beverage  |  |  |
| Marketing |  |  |
| Miscellaneous  |  |  |
| Transportation and Lodging  |  |  |
| Gifts  |  |  |
| Security  |  |  |
| Staff |  |  |
| **HST:**  |  |  |
| **Total Expenses:** |  |  |
| **Revenue** |  |  |
| Ticket sales |  |  |
| Food and Beverage sales |  |  |
| Sponsorship |  |  |
| Donations |  |  |
| **Total Revenue:** |  |  |
| **Total Income:** |  |  |