



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:		