

EVENT BUDGET LEDGER

Event: _____

Date of Event: _____

Event Coordinator: _____

Location: _____

Target Audience: _____

Total Budget for Event: _____

BUDGET	ACTUAL	TYPE OF EXPENSE	NOTES
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PUBLICITY

\$	\$	Observer Ads	
\$	\$	Flyers/Posters	
\$	\$	Table Tents	
\$	\$	LSC/DH Banners	
\$	\$	Printing Costs	
\$	\$	Other:	

OPERATIONS/PRODUCTION

\$	\$	Facility Rental	
\$	\$	Staffing	
\$	\$	A/V - Sound Equipment	
\$	\$	Decorations	
\$	\$	Other:	

ENTERTAINMENT/SUPPLIES

\$	\$	Honorarium/Entertainment	
\$	\$	Activity Supplies	
\$	\$	Prizes/Incentives	
\$	\$	Food	
\$	\$	Other:	
\$	\$	Other:	

TOTAL EXPENSES

\$	\$	TOTAL EXPENSES FROM ABOVE	
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TOTAL INCOME

\$	\$	Budget for Event	
\$	\$	Co-Sponsorships	
\$	\$	Admission/Entry Fees	
\$	\$	TOTAL INCOME FROM ABOVE	

NET STANDING

\$	\$	NET STANDING (Total Income - Total Expenses)	
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