

# EVENT BUDGET TEMPLATE

June 2007

*This form **MAY** be used to help develop a budget for your event. Even though you are required to submit a budget for your event, you do not have to use this form.*

## What's the Event and When?

FACILITY COST		
	<u>Comments</u>	<u>Estimate Amount</u>
Facility cost (if separate from individual meal cost)	_____	\$ _____
Facility Staff	_____	\$ _____
Security	_____	\$ _____
Other (please explain)	_____	\$ _____
FOOD		
Meal Cost (meal cost ____ X est. attendeess ____)	_____	\$ _____
Paper good needs, if any	_____	\$ _____
Beverages	_____	\$ _____
Desserts	_____	\$ _____
Other	_____	\$ _____
RENTAL COSTS		
Table and Chairs	_____	\$ _____
Plates & Utensils	_____	\$ _____
Centerpieces	_____	\$ _____
Equipment	_____	\$ _____
Other	_____	\$ _____
TRANSPORTATION		
Bus Rental	_____	\$ _____
NBCF Buses	_____	\$ _____
Other	_____	\$ _____
SPEAKER COSTS		
Stipend	_____	\$ _____
Airfare (from where)	_____	\$ _____
Hotel (# of nights)	_____	\$ _____
Other	_____	\$ _____
PROMOTION COSTS		
	<u>Comments</u>	<u>Estimate Amount</u>
Printing (what, how many, etc.)	_____	\$ _____
Newspaper Ad (please explain)	_____	\$ _____
Other (please explain)	_____	\$ _____
OTHER		
Decorations	_____	\$ _____

Gifts (please explain)	_____	\$ _____
What else (please explain)	_____	\$ _____