

# Event Budget Worksheet

*Required for all registered events*

<b>Sponsoring group:</b>	<b>Date:</b>
<b>Event Name:</b>	<b>Event Date:</b>
<b>Event type:</b>	<b>Location:</b>
<b>Contact Name:</b>	<b>Phone Number:</b>

<b>Anticipated Revenues:</b>			
	Applicable?	Amount	Comments
Departmental Funding	y/n		
Student Organizations co-sponsorship	y/n		
Admission/Ticket Sales	y/n		
Registration Fees	y/n		
Other (specify)	y/n		
<b>Total Anticipated Revenues:</b>			

<b>Anticipated Expenses:</b>			
		Amount	Comments
Speakers/Entertainment	y/n		
Honorarium/Fee	y/n		
Travel	y/n		
Lodging	y/n		
Meals	y/n		
Venues	y/n		
Transportation to/from hotels & venues	y/n		
Meals/Catering			
Food/Snacks			
Non-Alcoholic Beverages			
Alcoholic Beverages, if any			
Facilities Management	y/n		
Set up/Clean up	y/n		
Tables, Chairs, Fans	y/n		
Staging/Sound/Lighting Equipment	y/n		
Electric/Sound Technician	y/n		
Media Services-A/V Equipment	y/n		
DPS & GHM	y/n		
Fire Marshall (required 300+)	y/n		
Printing/Copying/Postage	y/n		
Supplies	y/n		
Other (specify)	y/n		
<b>Total Anticipated Expenses:</b>			