



SAMPLE BUDGET FORM

EXPENSES

EXPENSE ITEM	EXPENSE AMOUNT	PURCHASE DATE	PURCHASED BY	ADDITIONAL INFO
Venue rental				
Décor supplies (chart papers, sharpies, pens and type)				
Food/Catering				
Venue Staffing				
Parking Permit				
Raffle Prizing				
Event Permits				
Promotional Materials Print				
TOTAL AMOUNT				



REVENUE

REVENUE ITEM	UNIT PRICE	NUMBER OF UNIT	TOTAL PAYMENT AMOUNT	ADDITIONAL INFO
Ticket sales				
Raffle Draw				
Donations				
Sponsorship				
Silent Auction				
Live Auction				
TOTAL AMOUNT				
NET REVENUE				