Event Budget

Making a realistic budget will help you decide if your event is feasible and is an essential part of planning a fundraising activity. This budget sheet will help you think about your potential expenses, but be aware that there will be others that are specific to your event. Think about anything and everything you may require and assume you will have to pay for it all. Any products or services that are donated will be a bonus.

If your projected profit is not what you expected it to be, don't be too quick to throw the idea away. Look for ways you can cut some of your costs and consider other sources of funding. While community funders won't fund 'fundraisers' as such, you may be able to access funding for a specific part of the event.

EXPENSES	Amount $
Administration	
Stationery	
Postage	
Telephone	
Travel	
Other	
Venue	
Hire	
Marquees	
Portable Buildings	
Portable Toilets	
Seating/Tables	
Shade Sails/Umbrellas	
Parking:	
> Facilities	
> Wardens	
> Shuttles	
Decorations:	
> General	
> Table Settings	
> Props	
Other	
Health and Safety	
Council Consents:	
> Liquor Licence	
> Sale of Food Licence	
> Road Closures	
> Resource Consents	
> Other	
Safety Equipment:	
> High Visibility Clothing	
> Security Fencing	
> First Aid Kit	
> Communication e.g. hand-held radios	
> Hazard Signs	
> Other	

EXPENSES	Amount $
Health and Safety Personnel:	
> Security	
> Traffic Management Services	
> St John	
> Other	
Rubbish Disposal:	
> Bin Hire	
> Dump Fees	
> Clean Up Crew	
Event Content	
Entertainment:	
> DJs	
> Performers	
> Guest Speaker	
> Master of Ceremonies	
> Auctioneer	
> Artists	
> Rides	
> Games	
> Other	
Equipment:	
> Staging	
> Scaffolding	
> Audio Visual	
> Presentation Requirements (whiteboard, OHP, etc.)	
> Exhibition Stands	
> Other	
Merchandise for Sale	
Prizes	
Other	

EXPENSES	Amount $
Catering	
Food	
Alcohol	
Non-Alcoholic Beverages	
Equipment:	
> Barbeques	
> Specialist Machines (Candy Floss, Popcorn, Doughnut Maker, etc.)	
> Glass/Plate/Cutlery Hire	
> Plastic Glasses/Plates/Cutlery	
> Table Cloths/Napkins	
Waiting Staff (if not covered by a per head cost)	
Other	
Marketing	
Newspaper Advertising	
Other Print Advertising	
Radio Advertising and Promotion	
Posters and Flyers	
Roadside Signs	
Tickets	
Promotional Activities	
Promotional Materials	
TOTAL EXPENSES (A)	
REALISTIC TICKET SALES	
No. Tickets _____ @ $_____ per ticket	
TOTAL TICKET SALES (B)	
REALISTIC SPONSORSHIP	
No. Sponsors _____ @ $_____ per package	
No. Sponsors _____ @ $_____ per package	
No. Sponsors _____ @ $_____ per package	
No. Sponsors _____ @ $_____ per package	
TOTAL SPONSORSHIP (C)	
OTHER INCOME (D)	
TOTAL INCOME (B+C+D) (E)	
LESS TOTAL EXPENSES (A)	
PROFIT / DEFICIT (E-A)	