

# Event Financial Planning Sheet

Event Name

Date

Venue

Planner

Expected Number of Guests

Notes

## Estimate Income

Description	Quantity	Unit Price	Total
Ticket Sales			
Sponsorship			
Donations			
Other			

## Estimate Expenses

Description	Quantity	Unit Cost	Total
Venue			
Catering			
Entertainment			
Decorations			
Printing & Stationery			
Equipment Rental			
Photography/Videography			

Description	Quantity	Unit Cost	Total
Other			

## Summary

<b>Estimated Total Income</b>	
<b>Estimated Total Expenses</b>	
<b>Estimated Net Profit / Loss</b>	