

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

Estimated Total Income	
Estimated Total Expenses	
Estimated Net Profit / Loss	