

# Festival Budget Spreadsheet Template

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Event Planner: \_\_\_\_\_

## Estimated Expenses

| Category                             | Item / Description    | Estimated Cost | Actual Cost | Notes |
|--------------------------------------|-----------------------|----------------|-------------|-------|
| <b>Venue</b>                         |                       |                |             |       |
|                                      | Rental Fee            |                |             |       |
|                                      | Permits/Licenses      |                |             |       |
| <b>Staff &amp; Crew</b>              |                       |                |             |       |
|                                      | Security              |                |             |       |
|                                      | Volunteers / Staff    |                |             |       |
| <b>Entertainment</b>                 |                       |                |             |       |
|                                      | Bands / Performers    |                |             |       |
|                                      | AV Equipment          |                |             |       |
| <b>Marketing</b>                     |                       |                |             |       |
|                                      | Advertising           |                |             |       |
|                                      | Promotional Materials |                |             |       |
| <b>Logistics &amp; Miscellaneous</b> |                       |                |             |       |
|                                      | Insurance             |                |             |       |
|                                      | Cleaning / Sanitation |                |             |       |
|                                      | Other                 |                |             |       |
| <b>Total Expenses</b>                |                       |                |             |       |

## Estimated Income

| Source              | Estimated Amount | Actual Amount | Notes |
|---------------------|------------------|---------------|-------|
| Ticket Sales        |                  |               |       |
| Sponsorships        |                  |               |       |
| Vendor Fees         |                  |               |       |
| Merchandise         |                  |               |       |
| Other               |                  |               |       |
| <b>Total Income</b> |                  |               |       |

## Summary

|  |                  |               |
|--|------------------|---------------|
|  | <b>Estimated</b> | <b>Actual</b> |
|--|------------------|---------------|

|                          |  |  |
|--------------------------|--|--|
| Total Income             |  |  |
| Total Expenses           |  |  |
| <b>Net Profit / Loss</b> |  |  |

**Notes**