

Festival Budget Spreadsheet Template

Event Name: _____

Date: _____ Event Planner: _____

Estimated Expenses

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

Estimated Income

Source	Estimated Amount	Actual Amount	Notes
Ticket Sales			
Sponsorships			
Vendor Fees			
Merchandise			
Other			
Total Income			

Summary

	Estimated	Actual

Total Income		
Total Expenses		
Net Profit / Loss		

Notes