

# Charity Gala Financial Planning Template

## Event Details

Event Name

Enter event name

Date

MM/DD/YYYY

Location

Venue or address

## Revenue Estimates

Source	Estimate	Notes
Ticket Sales		Details (e.g. 200 tickets at \$50)
Sponsorships		Sponsor names/levels
Donations		Pledges, live auction, etc.
Other		Merchandise, raffles...
<b>Total Estimated Revenue</b>		

## Expense Estimates

Category	Estimate	Notes
Venue		Rental, A/V, etc.
Catering		Food, beverages, staff
Marketing & Promotion		Printed & digital
Entertainment		Speaker, music, activities

Category	Estimate	Notes
Decorations		Flowers, signage, etc.
Other		Licenses, insurance...
<b>Total Estimated Expenses</b>		

## Net Projected Income

Description	Amount
Total Estimated Revenue	
Minus Total Estimated Expenses	
<b>Net Projected Income</b>	

## Notes & Assumptions

Enter any notes, special assumptions, or reminders here.