Community Event Budget Planning Document

Event Overview

Event Name

Enter event name

Event Date

Enter event date

Event Location

Enter event location

Event Description

Enter a brief description...

Budget Details

Estimated Expenses

Item/Category	Description	Estimated Cost ($)	Actual Cost ($)	Notes
Venue				
Food & Beverages				
Supplies/Materials				
Marketing/Promotion				
Entertainment				
Other				
Total Expenses				

Estimated Income

Source	Description	Estimated Amount ($)	Actual Amount ($)	Notes
Sponsorships				
Donations				
Ticket Sales				
Other				
Total Income				

Budget Summary

Estimated Net (Income - Expenses)	

Actual Net (Income - Expenses)	

Additional Notes

Any additional information or notes...