

Nonprofit Annual Fundraiser Budget Outline

Event Information

- **Event Name:** _____
- **Date:** _____
- **Location:** _____
- **Expected Attendance:** _____

Expected Revenue

| Source | Budgeted Amount | Actual Amount |
|----------------------|-----------------|---------------|
| Ticket Sales | _____ | _____ |
| Sponsorships | _____ | _____ |
| Donations/Pledges | _____ | _____ |
| Auctions/Raffles | _____ | _____ |
| Merchandise Sales | _____ | _____ |
| Other | _____ | _____ |
| Total Revenue | _____ | _____ |

Estimated Expenses

| Category | Budgeted Amount | Actual Amount |
|------------------------------|-----------------|---------------|
| Venue Rental | _____ | _____ |
| Catering/Food & Beverage | _____ | _____ |
| Decorations & Supplies | _____ | _____ |
| Marketing & Promotion | _____ | _____ |
| Printing (Programs, Tickets) | _____ | _____ |
| Entertainment | _____ | _____ |
| A/V & Equipment | _____ | _____ |
| Licenses & Permits | _____ | _____ |
| Insurance | _____ | _____ |
| Volunteers/Staff (Stipends) | _____ | _____ |

| | | |
|-----------------------|-------|-------|
| Other | _____ | _____ |
| Total Expenses | _____ | _____ |

Net Income

| Description | Amount |
|------------------------------------|--------|
| Total Revenue Minus Total Expenses | _____ |

- Notes:**
- Fill in all sections as your planning progresses.
 - Adjust categories to fit the needs of your specific fundraiser.
 - Review final figures after the event for future budgeting accuracy.