

Event Budget Planning Sheet

Event Name

Enter event name

Date

Enter date

Location

Enter location

Estimated Expenses

Item / Category	Estimated Cost	Notes
Venue rental		
Catering		
Total Estimated Expenses		

Estimated Income / Funding

Source	Estimated Amount	Notes
Ticket sales		
Sponsorship		
Total Estimated Income		

Summary

Item	Amount
Total Estimated Income	
Total Estimated Expenses	
Projected Net Profit / Loss	