

Event Budgeting Worksheet Template

Event Name _____
Enter event name

Date _____
Enter event date

Location _____
Enter event location

Estimated Expenses

Category	Description	Estimated	Actual
Venue	Venue details	_____	_____
Catering	Catering details	_____	_____
Decorations	Decoration details	_____	_____
Entertainment	Entertainment details	_____	_____
Marketing	Marketing details	_____	_____
Other	Other expense	_____	_____

Total Expenses

Estimated Income

Source	Description	Estimated	Actual
Ticket Sales	Ticket details	_____	_____
Sponsorships	Sponsor details	_____	_____
Donations	Donation details	_____	_____
Other	Other income	_____	_____

Total Income

Summary

Item**Estimated****Actual**

Net Profit/Loss