

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		