

SAMPLE - WRJ CENTRAL DISTRICT PROGRAMMING GRANTS

EVENT NAME:

DATE:

BUDGET WORKSHEET

EXPENSES		ESTIMATED \$	ACTUAL \$
Printing	Save-the-Date		
	Invitation		
	Envelope		
	Response Cards		
	Response Envelopes		
	Posters		
	Flyers		
	Journal		
	Other		
Mailings/Postage	Save-the-Date		
	Invitation		
	Meeting Notices		
	Thank You		
Advertising/PR	Temple Journal		
	Newspapers		
Speaker	Honorarium		
	Travel Expenses		
	Hotel & Food		
Food	Catering		
	Gratuities		
	Refreshments for event		
Flowers/Decorations			
Entertainment			
Photography			
Awards			
Gifts/Prizes			
Bus rental			
Miscellaneous			
Miscellaneous			
Miscellaneous			
	TOTAL		
REVENUE			
Estimated number of attendees x cover charge = Event Revenue	Cover charge = Total Expenses divided by minium number guaranteed		
Sponsorship Revenue			
Other Income			