



**SAMPLE BUDGET FORM**

EXPENSES

EXPENSE ITEM	EXPENSE AMOUNT	PURCHASE DATE	PURCHASED BY	ADDITIONAL INFO
Venue rental				
Décor supplies (chart papers, sharpies, pens and type)				
Food/Catering				
Venue Staffing				
Parking Permit				
Raffle Prizing				
Event Permits				
Promotional Materials Print				
<b>TOTAL AMOUNT</b>				



REVENUE

REVENUE ITEM	UNIT PRICE	NUMBER OF UNIT	TOTAL PAYMENT AMOUNT	ADDITIONAL INFO
Ticket sales				
Raffle Draw				
Donations				
Sponsorship				
Silent Auction				
Live Auction				
TOTAL AMOUNT				
NET REVENUE				