**DGA/GSG EVENT BUDGET TEMPLATE**

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| NAME OF EVENT: | | | |
| **Location** | ICT 5th Floor Lounge | **Expected number of attendees** | 30 |
| **Date & Time** | 14/04/2022 | **Price/ticket** | free |
| **Budget** | $500 | **Ticket Pick-up (Yes/No)** | No |

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| BUDGET AND ACTUAL COSTS | | |
| **Item** | **Budget** | **Actual cost** |
| *Food for 30 people* | $400 |  |
| *Groceries such as tea/coffee/biscuit* | $75 |  |
| *Safety/cleaning equipment* | $25 |  |
|  |  |  |
| **TOTAL** |  |  |