

EVENT BUDGET PLANNING WORKSHEET

This form is not required from the SGA or CSC for planning your event, but is rather a guide for your group when budgeting your event.

I. Professional Fees	Estimated Cost	Actual Cost
Artist	_____	_____
Agent	_____	_____
Other	_____	_____
Other	_____	_____
Comments:		

II. Physical Requirements	Estimated Cost	Actual Cost
Space Rental	_____	_____
Sound	_____	_____
Lights	_____	_____
Staging	_____	_____
After Hour Charges	_____	_____
Labor Crew	_____	_____
Electrician	_____	_____
Custodial	_____	_____
Technician Wages		
____person(s) @ \$____/hour	_____	_____
Misc. Wages		
____person(s) @ \$____/hour	_____	_____
Other:	_____	_____
Comments:		

III. Contract and Rider Requirements	Estimated Cost	Actual Cost
Lodging	_____	_____
Food/Hospitality	_____	_____
Transportation	_____	_____
Special Instruments	_____	_____
Reception Costs	_____	_____
Other:	_____	_____
Comments:		

IV. Promotion	Estimated Cost	Actual Cost
Posters	_____	_____
Flyers	_____	_____
Campus Newspaper	_____	_____
Local Newspaper	_____	_____
Radio	_____	_____
Banners	_____	_____
Buttons	_____	_____
Comp. Tickets	_____	_____
Balloons	_____	_____
Mailings	_____	_____
Other:	_____	_____
Comments:		

V. Additional Charges	Estimated Cost	Actual Cost
Freight/Delivery	_____	_____
Security	_____	_____
Police Services	_____	_____
Special Insurance	_____	_____
Program Printing	_____	_____
Tickets	_____	_____
Decorations	_____	_____
Damages	_____	_____
Other:	_____	_____
Comments:		

V. TOTAL EXPENSES

	Estimated Cost	Actual Cost
Add All Lines From Above	_____	_____

VI. INCOME AND SALES REVENUE

	Estimated Cost	Actual Cost
Estimated Income		
_____students @ _____	_____	_____
_____non-students @ _____	_____	_____
Subsidy/Group Contribution	_____	_____
Additional SGA Funds		
Supporting Event	_____	_____
Other	_____	_____
TOTAL INCOME	_____	_____
Comments:		

VII. BALANCING THE BUDGET

Total Expenses (From Section V)	_____	_____
Total Income (From Section VI)	_____	_____
Profit / Loss	_____	_____
Comments:		