

EVENT BUDGET WORKSHEET

PROJECTED INCOME

Total Projected Income: \$ _____

\$ _____ Registration
\$ _____ Sponsors
\$ _____ Auction/Raffle
\$ _____ SinC Grant
\$ _____ Other

PROJECTED EXPENSES

Total Projected Expenses: \$ _____

\$ _____ Booth/Table/Venue Rental
\$ _____ AV Equipment/Fees
\$ _____ Tech Equipment/Fees
\$ _____ Signage/Banners
\$ _____ Furniture
\$ _____ Decor
\$ _____ Speaker Fees
\$ _____ Speaker Travel
\$ _____ Raffle/Drawing Prizes
\$ _____ Food & Beverage
\$ _____ Advertising
\$ _____ PR/Marketing Materials
\$ _____ Transportation
\$ _____ Parking
\$ _____ Permits

Grant Amount Requested: \$ _____

Allocation of Grant Funds:

\$ _____ Entry/Participation Fee
\$ _____ Booth/Table Rental Fee
\$ _____ Booth/Table Décor (banners, signage, etc.)
\$ _____ Marketing Materials (flyers, bookmarks, ads, postcards, etc.)
\$ _____ Guest Speaker Fee
\$ _____ Guest Speaker Travel
\$ _____ Venue Rental
\$ _____ Other (please explain)