

## BUDGETING

In planning your event, consider all the expenses you'll need to cover. If hosting a fundraiser, it's especially important to weigh how much money the event will bring in compared to the cost of hosting it. Do not buy fundraising supplies unless you're reasonably certain you'll raise enough money to cover your expenses.

Possible expenses include:

- Cleanup (e.g. trash bags, cleaning supplies, waste disposal fees)
- Entertainment costs (e.g. movie licensing fees, DJs, speakers)
- Equipment rental and setup fees (e.g. tents, stages, AV equipment, chairs, linens)
- Event insurance (check with the Student Activities Center to determine if you need insurance)
- Facility or room rental fees
- Food and beverages
- Marketing and promotion (e.g. flyers, posters, ads, invitations, postage)
- Parking
- Service expenses (e.g. security, police, EMTs, food servers)
- Supplies (e.g. decorations, trophies, signs, awards)

## BUDGET WORKSHEET

Category	Cost	
Cleanup	\$	
Entertainment	\$	
Equipment rental and setup	\$	
Event insurance	\$	
Facility/room	\$	
Food and beverages	\$	
Marketing and promotion	\$	
Parking	\$	
Service expenses	\$	
Supplies	\$	
Other expenses	\$	
<b>TOTAL EXPENSES</b>	\$	
	<b>Revenue</b>	\$
	<b>Net</b>	\$