Event:

Date:

What:

Main objective of the event:

Secondary objective of the event:

Volunteer team:

Context:

**EVENT BUDGET**

|  |  |  |
| --- | --- | --- |
|  | **Projected** | **Actual** |
| REVENUE |  |  |
| Ticket sales target X tickets at $XXX/ticket | $ | $ |
| Sponsorships   * Gold * Silver * Bronze | $ | $ |
| Silent Auction |  |  |
| Raffle |  |  |
| *Include in-kind but not in $ totals* |  |  |
| **Total Revenue** | $ | $ |
|  |  |  |
| EXPENSES |  |  |
| Day-of-the-event staffing. | $ | $ |
| Staff time dedicated to event. Assume % of salary for months leading up to event. | $ | $ |
| Event planner fee, permits, food, catering, rentals | $ | $ |
| *Include in-kind but not in $ totals* |  |  |
| **Total Expenses** |  |  |
|  |  |  |
| Net Fundraising Revenue (Revenue minus expenses) |  |  |

**Strategies for Success:**