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:**