

Sample Budget

REVENUE		COST PER UNIT (\$)	SOLD(#)	ESTIMATED	ACTUAL
Tickets/Registration	Full Price	\$ 50.00	200	\$10,000.00	
	Early Bird	\$40.00	100	\$4,000.00	
Sponsorship	Platinum	\$5,000.00	1	\$5,000.00	
	Gold	\$2,500.00	2	\$5,000.00	
	Silver	\$1,000.00	4	\$4,000.00	
	Bronze	\$500.00	4	\$2,000.00	
Donations					
Auctions	Live Auction			\$2,500.00	
	Silent Auction			\$1,500.00	
Door Prizes/Activities				\$250.00	
TOTAL REVENUE				\$34,250.00	
EXPENSES		COST PER UNIT (\$)	TOTAL #	ESTIMATED	ACTUAL
Venue/Room Rental	ABC Venue	\$1,500.00		\$1,500.00	
Catering	Dinner/Lunch	\$10.00	300	\$3,000.00	
	Appetizers	\$500.00		\$500.00	
	Beverages	\$3.00	300	\$900.00	
Supplies	Napkins/Cups	\$75.00		\$75.00	
	Decorations	\$50.00		\$50.00	
	Door Prize Tickets	\$10.00		\$10.00	
Printing/Signage/Marketing	Tickets/Invitations	\$0.50	325	\$162.50	
	Event Programs	\$1.50	300	\$450.00	
	Post Cards	\$0.50	100	\$50.00	
	Posters	\$0.25	50	\$12.50	
	Sponsor Signage	\$100.00	2	\$200.00	
Volunteers	T-Shirts	\$3.50	25	\$87.50	
	Meals	\$10.00	25	\$250.00	
Event Stewardship	Speaker Thank You	\$25.00		\$25.00	
	Thank You Cards				
TOTAL EXPENSES				\$7,272.50	
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