Event Budget Planner

Event: _____

Date: _____

Event: _____ **Treasurer:** _____

#	ITEM	CATEGORY	ESTIMATED	ACTUAL	VARIANCE	NOTES
1	Entry fees					
2	Sponsorship					
3	Concessions					
4	Merchandise					
5	Venue hire					
6	Officials					
7	Awards / medals					
8	Equipment					
9	First aid					
10	Insurance					
11	Printing					
12	Marketing					
13	Food / volunteers					
14	Contingency					
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27						

Variance = Actual - Estimated. Keep 10% of expenses as contingency.