



# Sponsored/Endorsed Event Budget

Event Name: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Location: \_\_\_\_\_

No. of Expected Paid Registrants: \_\_\_\_\_ Other Registrants: \_\_\_\_\_

## Projected Income

**Registration Fees** \$ \_\_\_\_\_

*Amount should equal registration fee x expected paid registrants*

**Vendor Fees** \$ \_\_\_\_\_

*Amounts expected in fees from vendors exhibiting at the event*

**Sales** \$ \_\_\_\_\_

*Revenue received from any novelties, concessions, resource materials, etc. sold by event organizers*

**Gifts/Grants/Sponsorship** \$ \_\_\_\_\_

*Charitable contributions or sponsorship revenue received for the event*

**Advertising** \$ \_\_\_\_\_

*Revenue received from the sale of advertising in an event booklet or program*

**Other** \$ \_\_\_\_\_

*Any other revenue not covered by one of the categories above*

**TOTAL INCOME** \$ \_\_\_\_\_

## Projected Expenses

### Site Expenses

**Facility Rental** \$ \_\_\_\_\_

*Cost of renting the facility where your event takes place*

**Cleaning/Site Personnel** \$ \_\_\_\_\_

*Labor costs for cleaning crew, security, etc.*

### Clinician Expense

**Honorarium/Fees** \$ \_\_\_\_\_

*The amount you pay your clinicians/conductors for their work at your event*

**Travel/Lodging/Meals** \$ \_\_\_\_\_

*The cost of travel to get the clinician to your site (airfare, mileage) and any hotel or meal expenses.*

### Administrative Expenses

**Postage/Mailings** \$ \_\_\_\_\_

*All expenses related to postage and mailings to promote the event and to send information to registrants/clinicians, etc.*

**Telephone/Fax** \$ \_\_\_\_\_

*Any costs for phone calls, adding phone lines at the facility, long distance calls, etc.*

**Printing/Promotions** \$ \_\_\_\_\_

*Cost of printing registration forms, promotional flyers and event materials like programs, class notes, etc.*

**Equipment Rental** \$ \_\_\_\_\_

*Cost of renting equipment such as staging, sound systems, instruments, etc.*

**Endorsement Fees** \$ \_\_\_\_\_

*Only for Endorsed Events - total Endorsement Fees that will be PAID TO YOUR AREA*

**Meals** \$ \_\_\_\_\_

*Cost of meals for registrants, event committee, Area board, etc.*

**Other** \_\_\_\_\_

*All other expenses not covered in one of the above categories. Please itemize below*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**Projected Profit/(Loss)** \$ \_\_\_\_\_

\_\_\_\_\_  
Primary Event Contact Signature

\_\_\_\_\_  
Date Signed