

Event Budget

Income	Total Attendees	Budget
Adult Registration @ \$xxxx		
Group Registration @ \$xxx		
Child Registration @ \$xxx		
Grants/Sponsorship		
Comp Sponsor Tickets		
Comp Volunteer Tickets		
Merchandise Sales		
Food Sales		
Total Income		\$

Expenses	Description	Budget
Venue		
Audio Visual		
Computer Equipment		
Guest Speakers	Speaking fee, travel, accommodation costs	
MC		
Advertising	Radio, Billboards, Newspaper	
Website		
Design	Banners, programme, advertising	
Trophies/Medals Engraving		
Decor		
Printing	School newsletter	
	Direct mail	
	Promotional posters	
Signage and Banners		
Staging		
Ropes/Barriers		
Refrigeration		
Generator		
Traffic Management		
Uniforms		
Opening Ceremony		
Closing Ceremony		
Theming		
Volunteer Training		
Volunteer Thank You Event		
Merchandise		
Competitor Packs		
Nametags		

Cleaners/Rubbish Removal		
First Aid		

Expenses	Description	Budget
Catering		
Transponders		
Special License		
EFTPOS Terminal		
Bank Charges		
Event Management Travel		
Insurance		
Storage		
Donation to Charity/Clubs		
Miscellaneous		
Total Costs		\$ -

Profit/Loss \$ -

