

General AS Event Planning Budget Template

Name of Event: State Need Grant Advocacy Day

Sponsoring Org: Legislative Affairs Council

Anticipated Event Date: 2/4/18,2/5/18 Location: Olympia, WA

1 Anticipated Expenses

Actual Expenses (complete after event)

Performer/Speaker fee		
Film Rights/Rental		
Facility Rental fee		
Conference/Event Registration		
Room setup/takedown labor		
Security staffing		
Tech Crew: sound/lights		
Publicity (printing/promo)		
Advertising (buying ads)		
Hospitality for performer(s)		
Catering / Food		
Lodging		
Transportation	\$150.00	
Parking		
Supplies / Decorations		
Box Office Ticket Fees		
Other		
Other		
Other		

TOTAL	\$150.00	\$0.00
--------------	----------	--------

Anticipated Revenue (if applicable)

Actual Revenue (complete after event)

Ticket sales		
Co-sponsorship dollars		
Co-sponsorship dollars		
Funds from host club/org account		
Other		
Other		
Other		

TOTAL	\$0.00	\$0.00
--------------	--------	--------

NET BALANCE	(\$150.00)	\$0.00
--------------------	-------------------	---------------