

General AS Event Planning Budget Template

Name of Event: LAC Outreach

Sponsoring Org: Legislative Affairs Council (LAC)

Anticipated Event Date: 3x Winter, 5x Spring Location:

Red Square

1 Anticipated Expenses

Actual Expenses (complete after)

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)	\$50.00		
Advertising (buying ads)			
Hospitality for performer(s)			
Catering / Food	\$200.00		
Lodging			
Transportation			
Parking			
Supplies / Decorations			
Box Office Ticket Fees			
Documents	\$25.00		
Other			
Other			

TOTAL	\$275.00		\$0.00
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Anticipated Revenue (if applicable)

Actual Revenue (complete after)

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

TOTAL	\$0.00		\$0.00
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NET BALANCE	(\$275.00)		\$0.00
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