

Fundraising Event Budget Template

Event Name:  
Event Location/Venue:

Event Date:  
Estimated Attendance:

Expenses	Estimated	Actual
Venue		
Location Rental		
Tables & Chairs		
AV Equipment		
Security		
Set Up & Cleanup Fees		
Permit Fees/Event Insurance		
Food & Beverage	Estimated	Actual
Catering		
Bar Service		
Water		
Volunteer Meals		
Décor	Estimated	Actual
Decorator		
Center Pieces		
Lighting		
Linens		
Entertainment	Estimated	Actual
Entertainment (Music/Speaker/ect)		
Emcee/Auctioneer		
Raffle Supplies (tickets)		
Signage/Donations Card		
Marketing & Promotion	Estimated	Actual
Invitations/Posters		
Digital & Print Ads		
Boosted Social Posts		

Expenses Totals		
-----------------	--	--

Revenue	Estimated	Actual
Ticket Sales		
Early Bird Admission		
General Admission		
VIP Tickets		
Full Tables		
Sponsorship	Estimated	Actual
Presenting Sponsor		
Gold Sponsor		
Silver Sponsor		
Bronze Sponsor		
In-Kind Sponsor		
Donations	Estimated	Actual
General (Onsite/online)		
Auction/Raffles	Estimated	Actual
Raffle Ticket Sales		
Silent Auction Revenue		
Other Revenue	Estimated	Actual
Booth or Vender Fees		
Silent Auction Revenue		

Revenue Totals		
----------------	--	--



Medicine Hat  
Health Foundation

	Estimated	Actual
Expenses		
Revenue		
Profit/Loss		