

## **PART 5: Budget Planning**

Adjust this sheet as needed, but plan your budget with intentionality. Budget planning is more than just deciding how much to spend. Thinking through and discussing all possible expenses with your partners will help you avoid confusion and misunderstandings later in the process.

<b>Expense Category</b>	<b>Est. Expense</b>	<b>Actual Expense</b>	<b>In-Kind Value</b>	<b>Revenue</b>
Venue rental				
AV rental/tech fees				
Custodial fees				
Security				
Speaker fees				
Staff time				
Food/Catering				
Promotions (i.e., fliers, posters, Facebook ads, etc.)				
Event supplies (name badges, cups, plates, etc.)				
Registration fee/ticket sales				