



Event Budget Worksheet (Projected)

Event Name: _____

Service Unit/Troop: _____

Event Director: _____

Event Date(s): _____

Expected Attendance: _____

Projected Income

Participant Registration Fees: \$ _____

Donations: \$ _____

Sponsorships: \$ _____

Vendor Fees: \$ _____

Merchandise Sales: \$ _____

Other Income: \$ _____

Total Projected Income: \$ _____

Projected Expenses

Venue/Facility Rental: \$ _____

Supplies & Program Materials: \$ _____

Decorations: \$ _____

Food & Beverage: \$ _____

Entertainment/Speakers: \$ _____

Awards, Patches & Recognition: \$ _____

Marketing & Printing: \$ _____

Insurance/Permits: \$ _____

Equipment Rental: \$ _____

Other Expenses: \$ _____

Total Projected Expenses: \$ _____

Budget Summary

Total Projected Income: \$ _____

Total Projected Expenses: \$ _____

Projected Net Profit/(Loss): \$ _____

Event Director Acknowledgement

I understand that this budget is an estimate and is being submitted as part of the Intent to Event approval process.

Event Director: _____ Date: _____