

Girl Scouts of Southern Arizona

Event Budget Worksheet — INITIAL (Projected / Estimated)

Complete this form as part of the Intent to Event approval process. All figures below are approximate estimates (best guesses) made before the event — actual results will be reconciled on the Closeout Worksheet.

Event Name: _____

Service Unit/Troop: _____ **Event Director:** _____

Event Date(s): _____

Expected Attendance (approx.): _____

PROJECTED INCOME (approx.)

Category	Approx. Amount (\$)
Participant Registration Fees	_____
Donations	_____
Sponsorships	_____
Vendor Fees	_____
Merchandise Sales	_____
Other Income	_____
TOTAL PROJECTED INCOME (approx.)	_____

PROJECTED EXPENSES (approx.)

Category	Approx. Amount (\$)
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 (approx.)	_____

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BUDGET SUMMARY (approx.)	
Category	Approx. Amount (\$)
Total Projected Income	
Total Projected Expenses	
Projected Net Profit / (Loss)	

Assumptions / Notes (List any estimates, guesses, or open questions behind the figures above.)

Event Director Acknowledgement

I understand that this budget is an approximate estimate and is being submitted as part of the Intent to Event approval process. Final figures will be reconciled on the Closeout Worksheet after the event.

Event Director (signature): _____ **Date:** _____