

# Event Budget Example

Event Name \_\_\_\_\_

Budget (ex GST)

Revenue	Budget Estimate	Actual	Variance	Supplier	Notes
<b>Sponsorship</b>					
Corporate Sponsorship					
Corporate Membership					
In Kind Sponsorship					
Exclusive Rights					
Subtotal					
<b>Miscellaneous</b>					
Ticket Sales/Entry Fees					
Stallholder Fees					
Merchandise Sales					
Support from Foundations/ Individuals					
Subtotal					
<b>Total Revenue</b>					
<b>Employee Related Expenses</b>					
Event Workforce					
Additional Casual Staff					
Recruitment					
Including Volunteers					
Training					
Uniforms/T-Shirts					
Subtotal					
<b>Operational and Logistical Expenses</b>					
<b>Venue</b>					
Venue Hire					
Waste Management					
Cleaning					
Security					
Subtotal					
<b>Entertainment</b>					
Artists					
APRA Licensing etc					
Fireworks/Special Effects					
Subtotal					

Expenses	Budget Estimate	Actual	Variance	Supplier	Notes
<b>Operational and Logistical Expenses cont</b>					
<b>Event Catering</b>					
Staff/Volunteers/Crew Catering					
VIP/Hospitality					
Catering					
Wait Staff					
Subtotal					
<b>Vehicle/Transport Costs</b>					
Fuel and Oil					
Cab Charges					
Vehicle Hire					
Accommodation					
Airfares					
Parking and Toll Charges					
Freight					
Subtotal					
<b>Production Expenses</b>					
<b>Infrastructure/Sound/Lighting/Staging</b>					
Screen					
Staging					
Audio					
Lighting					
Power					
Barricades					
Generators					
Toilets					
Fencing/Barricades					
Structures eg Marquees and Stalls					
Temporary Seating					
Subtotal					
<b>Equipment and Furniture Hire</b>					
Furniture, Glass and Cutlery					
Sports/Performance Equipment					
Radio Communication Equipment					
Subtotal					
<b>Signage</b>					
Storage					
Production of Banners/ Signage					
Subtotal					

Expenses	Budget Estimate	Actual	Variance	Supplier	Notes
<b>Other Operating Expenses</b>					
<b>Marketing and Communications Expenses</b>					
Market Research					
Brand Development eg logo and mascot					
Advertising eg Print, Radio, Television and Billboards					
Promotion eg Launch					
Website Including Domain Name and Design					
Hosting					
Letterbox Drop					
Media Centre/Work Areas					
Subtotal					
<b>Printing/Publications</b>					
Printing					
Photocopying Expenses					
Graphic Design					
Photography/Video					
Multimedia Production eg CD, DVD for promotion					
Record					
Subtotal					
<b>Administrative Expenses</b>					
Postage					
Courier					
Phone/Internet					
Mobile Phones					
Stationery					
Subtotal					
<b>Services</b>					
Accounting					
Legal Services					
Noise Monitoring					
Language Services (Interpreters/Translators)					
AUSLAN Interpreters					
Medical					
Consultants (Miscellaneous)					
Subtotal					
<b>Financial</b>					
Insurance Public Liability					
Insurance General Liability					
Tax					
Subtotal					

Expenses	Budget Estimate	Actual	Variance	Supplier	Notes
<b>Miscellaneous Expenses</b>					
Ticketing Costs					
VIP/Hospitality Expenses					
Consumables					
Out of Pocket Expenses (non FBT)					
Out of Pocket Expenses (FBT)					
Loss and Damages					
Donations					
Prizes and Awards					
Subtotal					
<b>COVID 19</b>					
Plan					
QR Code					
Restrictions					
Security					
Subtotal					
<b>Total Expenses</b>					
<b>Contingency</b>					
Contingency - A Contingency of 10% is Recommended					
Total Contingency					
<b>Total Revenue</b>					
Total Revenue					
Total Expenses					
Grand Total					