

Budget Summary for Event Management

Excel Spreadsheet Template (Sample)

A. Estimated Revenues

Source	Description	Amount (\$)
Ticket Sales	Online and at-venue sales	7,000
Sponsorship	Corporate sponsors	3,500
Vendors	Stall bookings	1,500
Total Estimated Revenue		12,000

B. Estimated Expenses

Category	Description	Amount (\$)
Venue	Rental and permits	3,000
Catering	Food & Beverages	2,200
Equipment	Audio, Video, Furniture	1,800
Marketing	Digital, Print, Flyers	1,000
Staff & Volunteers	Stipends, T-shirts, Meals	1,300
Miscellaneous	Contingency, Decorations	700
Total Estimated Expenses		10,000

	Amount (\$)
Total Estimated Revenue	12,000
Total Estimated Expenses	10,000
Estimated Surplus / Deficit	2,000

Important Notes

- All estimated amounts should be reviewed and updated as actual figures become available.
- Ensure to include a contingency allocation for unexpected expenses.
- Regularly track both income and expenses to avoid budget overruns.
- This summary helps stakeholders easily visualize the financial status of the event.
- Maintain supporting documents for all transactions for transparency and auditing purposes.