

Event Budget Summary

Event Name

Enter event name

Date

Prepared By

Your name

Location

Venue/location

Department/Group

Department or group

Estimated Revenue

Description	Amount (â,±)
Ticket Sales	<div></div>
Sponsorships	<div></div>
Donations	<div></div>
Other (specify)	<div></div>
Total Revenue	<div></div>

Estimated Expenses

Description	Amount (â,±)
Venue Rental	<div></div>
Food & Beverage	<div></div>
Decorations	<div></div>
Marketing/Promotion	<div></div>
Entertainment	<div></div>
Logistics/Transport	<div></div>
Other (specify)	<div></div>
Total Expenses	<div></div>

Net Total (Revenue - Expenses)

Remarks

Notes/Comments

Important Notes:

- This form serves as a printable summary for event budget planning or reporting.
- All estimates should be as accurate as possible; update with actual amounts after the event.
- Attach supporting documents for revenues and expenses, when applicable.
- Use this summary for both pre-event planning and post-event evaluation.