

Event Budget Summary

Event Name**Date****Prepared By****Location****Department/Group**

Estimated Revenue

Description	Amount (â,±)
Ticket Sales	<input type="text"/>
Sponsorships	<input type="text"/>
Donations	<input type="text"/>
Other (specify)	<input type="text"/>
Total Revenue	<input type="text"/>

Estimated Expenses

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

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.