

Event Budget Tool

****This document is a planning tool and is not an Event Funding Request Application.**

Organization Name:

Event Date:

Contact Name:

Current Balance in SOFS Account:
as of (date): _____

\$	
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Event Name:

Expenses			
Site	Estimated	Actual	Difference
Room and Hall Fees			
Site Staff			
Equipment			
Tables/Chairs/Stage			
Other			
Subtotals			

Technical Requirements	Estimated	Actual	Difference
Sound			
Lighting			
DJ Services			
Equipment Rental			
Other			
Subtotals			

Decorations	Estimated	Actual	Difference
Flowers			
Candles			
Lighting			
Balloons			
Paper Supplies			
Other			
Subtotals			

Merchandise	Estimated	Actual	Difference
Awards/Certificates			
Gifts			
Other			
Subtotals			

Publicity	Estimated	Actual	Difference
Graphic Design			
Photocopying/Printing			
Advertisements			
Other			
Subtotals			

Miscellaneous	Estimated	Actual	Difference
Insurance/Permits			
Transportation/Parking			
Security			
Fax/Postage			
Other			
Subtotals			

Total Estimated Expenses	Estimated	Actual	Difference
Totals			

*Make sure to add your event to unlife.com and to use the Creation Station in Student Involvement

Food	Estimated	Actual	Difference
Food			
Beverages			
Staff and Gratuities			
Linens/Dishes/Utensils			
Other			
Subtotals			

Income			
Admissions	Estimated	Actual	Difference
UNL Students @ \$			
Faculty/Staff @ \$			
Community Members @ \$			
Subtotals			

*Reduced Pepsi is available in Student Involvement.

Donations	Estimated	Actual	Difference
Subtotals			

Expenses	Estimated	Actual	Difference
Performers			
Speakers			
Travel			
Hotel			
Other			
Subtotals			

Total Estimated Income	Estimated	Actual	Difference
Totals			

*Be sure to get your contracts from Student Involvement for your speakers and performers.

Totals	Estimated	Actual	Difference
Total Expenses			
Total Income			
Total Profit/Loss			