

## Charity Event Budget Template

VENUE & LOGISTICS						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	
1	Venue Rental			—		
2	Tables, Chairs & Linen Rental			—		
3	Permits & Insurance			—		
4	Setup & Breakdown Crew			—		
5	Parking / Transportation			—		
<b>SUBTOTAL</b>		<b>\$2,650.00</b>	<b>\$0.00</b>	—	17.3% of total	
CATERING & BEVERAGES						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	Status
1	Catering / Food Per Head			—		
2	Beverages / Bar Package			—		
3	Desserts / Cake			—		
4	Disposables / Tableware			—		
<b>SUBTOTAL</b>		<b>\$2,800.00</b>	<b>\$0.00</b>	—	18.2% of total	
ENTERTAINMENT & PROGRAM						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	Status
1	Keynote / Guest Speaker			—		
2	MC / Emcee			—		
3	Live Band / DJ			—		
4	Award / Recognition Program			—		
<b>SUBTOTAL</b>		<b>\$2,100.00</b>	<b>\$0.00</b>	—	13.7% of total	
DECORATIONS & BRANDING						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	Status
1	Floral Arrangements			—		
2	Balloons & Backdrop			—		
3	Branded Banners & Signage			—		
4	Table Centerpieces			—		
<b>SUBTOTAL</b>		<b>\$1,100.00</b>	<b>\$0.00</b>	—	7.2% of total	
AUDIO VISUAL & PHOTOGRAPHY						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	Status
1	AV Equipment & Sound System			—		
2	Projector / LED Screen			—		
3	Photographer			—		
4	Videographer / Live Stream			—		
<b>SUBTOTAL</b>		<b>\$1,800.00</b>	<b>\$0.00</b>	—	11.7% of total	
MARKETING & OUTREACH						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	Status
1	Printed Invitations & Mailers			—		
2	Social Media Ads			—		
3	Email Campaign			—		
4	Press Release / PR			—		
<b>SUBTOTAL</b>		<b>\$1,050.00</b>	<b>\$0.00</b>	—	6.8% of total	
AUCTION & FUNDRAISING ACTIVITIES						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	Status
1	Silent Auction Platform / Software			—		
2	Auction Item Procurement Costs			—		
3	Raffle Ticket Printing			—		
4	Pledge / Donation Management Tool			—		
<b>SUBTOTAL</b>		<b>\$950.00</b>	<b>\$0.00</b>	—	6.2% of total	
STAFFING & VOLUNTEERS						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	Status
1	Paid Event Staff			—		
2	Volunteer Coordination Costs			—		
3	Staff / Volunteer Meals			—		
4	Uniforms / Name Tags			—		
<b>SUBTOTAL</b>		<b>\$1,050.00</b>	<b>\$0.00</b>	—	6.8% of total	
DONOR GIFTS & RECOGNITION						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	Status
1	Donor Recognition Plaques / Trophies			—		
2	Thank You Gift Bags			—		
3	Certificates & Framing			—		

<b>SUBTOTAL</b>		<b>\$850.00</b>	<b>\$0.00</b>	—	5.5% of total	
<b>CONTINGENCY</b>						
#	Item	Estimated (\$)	Actual (\$)	Variance	Vendor / Notes	Status
1	Emergency / Contingency Reserve (10%)			—		
<b>SUBTOTAL</b>		<b>\$1,000.00</b>	<b>\$0.00</b>	—	6.5% of total	
<b>GRAND TOTAL EXPENSES</b>		<b>\$15,350.00</b>	<b>\$0.00</b>	—		
<b>REVENUE &amp; DONATIONS</b>						
#	Revenue / Donation Source	Estimated (\$)	Actual (\$)	Variance		
1	Ticket Sales			—		
2	Gold Sponsorship			—		
3	Silver Sponsorship			—		
4	Bronze Sponsorship			—		
5	Silent Auction Proceeds			—		
6	Raffle Revenue			—		
7	Direct Donations (On-the-night)			—		
8	In-Kind Contributions (Est. Value)			—		
9	Grants / Foundation Funding			—		
<b>TOTAL REVENUE</b>		<b>\$19,300.00</b>	<b>\$0.00</b>	—		
<b>TOTAL EXPENSES</b>		<b>\$15,350.00</b>	<b>\$0.00</b>			
<b>NET PROCEEDS TO CAUSE</b>		<b>\$3,950.00</b>	<b>\$0.00</b>	20.5% efficiency		