

BUDGET PLANNING WORKSHEET

Here is a sample worksheet to set your project budget.

<u>ANTICIPATED EXPENSES</u>		<u>ANTICIPATED INCOME</u>		
Facilities Rental	\$ _____	Admission Fees	\$ _____	
Food	_____	Co-Sponsors (please list below)	_____	
Lodging	_____	Anticipated Grants Income	_____	
Publicity	_____	_____	Amount Requested	Amount Awarded
Speaker Fees / Honorariums	_____	_____	Amount Requested	Amount Awarded
Supplies	_____	_____	Amount Requested	Amount Awarded
Technical Support	_____	_____	Amount Requested	Amount Awarded
Travel	_____	_____	Amount Requested	Amount Awarded
Security	_____	Other Income	_____	
Films License or Permits	_____			
Registration fees	_____			
Other	_____			
*TOTAL	\$ _____	*TOTAL	\$ _____	

If your totals do not match, you may need to adjust your program accordingly.