

EXPENSE WORKSHEET FOR EVENTS

	QUANTITY	PRICE	PER NUMBER	TOTAL COST
<u>Printing</u> (Include design, typesetting, layout, artwork and production costs)				
Invitations	_____	\$_____	_____	\$_____
Posters	_____	\$_____	_____	\$_____
Tickets	_____	\$_____	_____	\$_____
Ad journal	_____	\$_____	_____	\$_____
Program	_____	\$_____	_____	\$_____
Other	_____	\$_____	_____	\$_____
SUB TOTAL				\$_____
 <u>Postage</u>				
Invitations	_____	\$_____	_____	\$_____
Publicity	_____	\$_____	_____	\$_____
SUB TOTAL				\$_____
 <u>Publicity</u>				
Advertising	_____	\$_____	_____	\$_____
Press packets	_____	\$_____	_____	\$_____
Photographer	_____	\$_____	_____	\$_____
Complimentary tickets	_____	\$_____	_____	\$_____
SUB TOTAL				\$_____
 <u>Space rental</u>				 \$_____

EXPENSE WORKSHEET FOR EVENTS

Equipment rental

Microphones	_____	\$_____	_____	\$_____
Mixers	_____	\$_____	_____	\$_____
Projector & Screen	_____	\$_____	_____	\$_____
Lighting	_____	\$_____	_____	\$_____
SUB TOTAL				\$_____

Food

	_____	\$_____	_____	\$_____
Meals	_____	\$_____	_____	\$_____
Liquor	_____	\$_____	_____	\$_____
Banquet staff	_____	\$_____	_____	\$_____
Table rental	_____	\$_____	_____	\$_____
SUB TOTAL				\$_____

Entertainment

\$_____

Decorations

	_____	\$_____	_____	\$_____
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Insurance

\$_____

Other

	_____	\$_____	_____	\$_____
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Security

\$_____

TOTAL PROJECTED EXPENSES

\$_____

PROJECTED NET PROFIT (LOSS)

\$_____