

Sample Event Budget



Expense	Expense Detail	Budget	Actual
Revenue			
Sponsorships			
	Cash		
	In-Kind		
	Public Funding/Grants		
Entry Fees			
Vendors			
Tickets			
Program			
Rebates			
Booking Fee			
Special Events			
Concessions			
Parking			
Merchandise			
TOTAL REVENUES			
Expenses			
Sports Management			
	Venue		
	Fork Lift Driver		
	Sport Equipment Rental		
	Security		
	Set-up/ Deliveries		
	Lighting/Audio/Visual		
	Awards		
	Officials/staff/labor		
	Tents, Tables, Chairs		
	Misc. Sports Expenses		
	Athlete Hospitality		
	Portable Showers		
	Portable Bathrooms		
	Cell Phones/Radios		
	Cleaning		
	Ice/water		
	Prize/Winnings		
Transportation/Travel			
	VIP		
	Officials		
	Shuttles		

	Golf Carts		
	Athletes		
	Airfare		
	Site Visits		
	Parking		
	Rental Cars		
Special Events			
	Opening Ceremonies		
	Banquet		
	Character Events		
	Community Engagement		
	Special Events		
	Sponsor Events		
	Pipe & Drape, skirted tables		
Volunteers			
	Recruitment		
	Scheduling		
	Training		
	Hospitality		
	Thank You		
Media Relations			
	Press Plan		
	Photography/Video		
	Crisis Communications		
	Website		
	Social Media		
Tickets/Credentials			
	Credit Card Processing		
	Ticket Sales		
	Staffing		
Marketing			
	Advertising		
	Program		
	Ad Sales/Creation		
	Sponsorship Fulfillment		
	Expo		
	Merchandising		
	Promotional Products		
	Signage		
	Apparel		
	Microsite		
Finance/Administration			
	Payment of Expenses/fees/processing		
	Armores car service		

	Financials		
	Event Sanction Fee		
	Insurance		
	Budgeting		
	Office Supplies		
	Office Equipment/Printer Onsite		
	Printing/Paper		
	Legal - Incident reports		
Medical			
	Trainers		
	Ambulance		
	On-site Director		
	Equipment/Supplies		
Bid Fee			
Personnel			
	Sport Event Personnel Expenses		
	Intern Support		
	Announcers		
	Officials		
Meals			
	Officials		
	Staff		
	Athletes		
	VIP		
Hotel Rooms			
	Tax		
	VIP		
	Officials		
Gifts			
TOTAL EXPENSES			