Alumni Club Event Budget Worksheet

Name of Event	
Type of Event	
Date	
Location	
Speaker	
Estimated Attendance	
Event Coordinator	

Budgeted Expenses

Speaker - if not from KFBS	
Facility Rental	
Equipment Rental	
Overhead	
AV/Mic	
Screen	
Other	
Facilities Total	0

Catering

Food Cost Per Person	
Alcohol Costs Per Person	
Total Food Costs	0
# Attending	
Total Cost Per Person	0

Tax on Catering	
Gratuity on Catering	

Total F&B Cost	0

Total Cost Per Person	#DIV/0!

Budgeted Revenue

Admission Price	
# of People	
Total Revenue	0

Budgeted Profit/Loss	
Total Program Revenues	
Total Program Costs	
Balance	