

Budget Tracker

Use this event budgeting template to help you understand your cost-to-revenue ratio. A good target is a 30:70 cost-to-revenue ratio, to keep expenses around 30% of your expected revenue.

Anticipated Revenue	
Item	Value
Personal Donations	
Corporate Donations	
Ticket Sales	
Registration	
Silent Auction	
Live Auction	
Sponsorship	
Raffles/Draws	
Other	
Total Gross Revenue	

Anticipated Expenses	
Item	Value
Venue Rental	
Food & Beverage	
Printing (tickets, posters, etc.)	
Advertising	
Prizes	
Licenses or Permits	
Decor	
Entertainment	
Other	
Total Expenses	
Total Net Revenue	

