

BUDGET SHEET:

Description or Item	Estimated Cost
Food/non-alcoholic beverages <i>*Be conscience of food waste, etc. *</i>	\$
Alcohol/Bartender(s) <i>*Must be approved by ORE*</i>	\$
Venue <i>*A contract may be required. And must be submitted 4 weeks in advance*</i>	\$
Supplies & Décor	\$
Transportation	\$
Security	\$
Speaker/Performer/Entertainment/Honorarium <i>*A contract may be required. Contracts must be submitted 4 weeks in advance*</i> <i>*Additional Tax documents may also be needed. *</i>	\$
Prizes or Giveaways	\$
A/V	\$
Facilities: Custodial, lighting, electrical, set-up/tear-down	\$
Other: Specialty equipment, screening fees, advertising costs, etc.	\$
EXPENSES GRAND TOTAL	\$

FUNDING SOURCES

Funding Source Description	Total
	\$
	\$
	\$
	\$
FUNDING GRAND TOTAL	\$

NOTES: