

SVCC  
Office of Student Activities  
R.E.A.C.H. Leadership Development Information

**Program Planning Budget Worksheet**

Program Title: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Co-Sponsoring Organization (if any): \_\_\_\_\_

Item	Estimated Expense	Actual Expense
Professional Fee/Honorarium	_____	_____
Physical Requirements:		
Facility Rental	_____	_____
Equipment Rental	_____	_____
Transportation	_____	_____
Security	_____	_____
Food/Refreshments	_____	_____
Decorations	_____	_____
Freight/Delivery	_____	_____
Promotion:		
Posters	_____	_____
Flyers	_____	_____
Table tents	_____	_____
Newspaper Ads	_____	_____
Radio Ads	_____	_____
Other	_____	_____
Other	_____	_____
Miscellaneous:		
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Estimated Income**

Admission Fee  
\_\_\_\_\_ of Students @ \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ of Non-students @ \$ \_\_\_\_\_ = \_\_\_\_\_

Other Income: \_\_\_\_\_ = \_\_\_\_\_

Other Income: \_\_\_\_\_ = \_\_\_\_\_

Total Estimated Income: \_\_\_\_\_

**Actual Income**

Admission Fee  
\_\_\_\_\_ of Students @ \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ of Non-students @ \$ \_\_\_\_\_ = \_\_\_\_\_

Other Income: \_\_\_\_\_ = \_\_\_\_\_

Other Income: \_\_\_\_\_ = \_\_\_\_\_

Total Actual Income: \_\_\_\_\_

Estimated Expenses                      Actual Expenses

**Total Expenses**                      \_\_\_\_\_

**Total Income**                      \_\_\_\_\_

**Profit/Loss**                      \_\_\_\_\_

\_\_\_\_\_  
Event Chair Signature

\_\_\_\_\_  
Advisor Signature