

## BUDGET WORKSHEET: [ENTER NAME OF EVENT HERE]

- Step 1:** Estimate the fixed costs and enter them into column A. Fixed costs remain the same regardless of the number of participants e.g. site rental costs are the same no matter whether 10 people attend or 100 people attend.
- Step 2:** Estimate the per person variable costs. Variable costs change depending on how many people attend e.g. you need to buy more food and supplies if more people come, so those costs will go up with more people.
- Step 3:** Estimate the minimum number of attendees (the least number who would attend in a worst case scenario). That estimate will be multiplied by the per person variable costs and entered into column B and totaled.
- Step 4:** Estimate your best guess number of participants you think you will have and that number will be multiplied by the per person variable costs and entered into column C and totaled.
- Step 5:** Enter the maximum number of participants that you could allow (depending on site maximums and available event staff and resources). That number will be multiplied by the per person variable costs and entered into column D and totaled.
- Step 6:** The totals from column A will be added to the totals for column B and entered in the Total Estimated Budget for column B, and repeated for columns C and D.
- Step 7:** Total any money you expect to receive from donations or money-earning activities, enter it here. If none, enter zero. \$0.00
- Step 8:** The total from Step 7 will be subtracted from the totals in Step 6. This represents the amount you will need to cover with participant fees: \$0.00
- Step 9:** The amount in Step 8 divided by the number of participants you expect in Step 4 (best guess estimate). This is the minimum fee you must charge each participant. This figure might need to be increased in case you don't get that many participants and to ensure your costs are covered: \$0.00
- Step 10:** Change around your estimates in Steps 1-8 until you feel that you have arrived at your best possible estimates. What if you have more participants than you expect? Fewer? Can you cut any expenses to make event more affordable? Make prudent decisions and finalize your budget.

Fixed Costs	A	Variable Costs	Cost/ Person	B) Enter Min #	C) Enter Est. #	D) Enter Max. #
				100	200	300
Mailing flyer or invitations		Mailing confirmation materials		\$0.00	\$0.00	\$0.00
Other Mailing		Other Mailing		\$0.00	\$0.00	\$0.00
Printing flyers, invitations		Confirms & other event mat'ls		\$0.00	\$0.00	\$0.00
Other printing		Other Printing		\$0.00	\$0.00	\$0.00
Program supplies		Program supplies		\$0.00	\$0.00	\$0.00
Hospitality for event staff		Snacks/Meals for participants		\$0.00	\$0.00	\$0.00
T Shirts for event staff		Patches/pins for participants		\$0.00	\$0.00	\$0.00
Equipment Rental		Other Program supplies:		\$0.00	\$0.00	\$0.00
Training staff				\$0.00	\$0.00	\$0.00
Other program supplies				\$0.00	\$0.00	\$0.00
Site Rental, custodian		Additional custodians		\$0.00	\$0.00	\$0.00
Equipment purchase		Equipment purchase		\$0.00	\$0.00	\$0.00
Service Project expenses		Service Project expenses		\$0.00	\$0.00	\$0.00
Thank Yous for committee		Gifts: event staff, helpers		\$0.00	\$0.00	\$0.00
Donations		Donations		\$0.00	\$0.00	\$0.00
Insurance		Insurance		\$0.00	\$0.00	\$0.00
Recruitment: non GS girls		Recruitment: non GS girls		\$0.00	\$0.00	\$0.00
Cleaning Supplies				\$0.00	\$0.00	\$0.00
First Aid Supplies		First Aid Supplies		\$0.00	\$0.00	\$0.00
Transportation Costs		Transportation Costs		\$0.00	\$0.00	\$0.00
Other Miscellaneous:		Other Miscellaneous Costs:		\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
Total Fixed Costs	\$0	Total Variable Costs		\$0	\$0	\$0
		Total Estimated Budget		\$0	\$0	\$0

## Financial Report for Events: Expenses

	Est.	Actual
Postage & Mailings	\$0.00	
Copy/Printing Costs	\$0.00	
Program & Training Supplies	\$0.00	
Site Rental, Maintenance	\$0.00	
Equipment Purchase	\$0.00	
Service Projects	\$0.00	
Awards & Recognitions	\$0.00	
Donations	\$0.00	
Insurance	\$0.00	
Recruitment	\$0.00	
Other Miscellaneous Expenses	\$0.00	
<b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>