

## Events Budget Detail

### INSTRUCTIONS

List and describe the specific income and expenses you expect for each event.  
**NOTE:** Please refer to the list in the "Instructions and Contact Info." sheet of this workbook (see tabs below) to correctly categorize your expenses and to write your descriptions on the budget detail sheet.

### EVENT 1

Event name	Collegiate Nationals	
Projected date and time of event	April 20th - 23rd	
Projected attendance breakdown by school:	1 CC, 1 SIPA, 1 MED, 1 LAW, 1 GSAS, 1 TC	
Event description or comments about the event (such as new event, yearly event which is successful, hasn't worked in years past because of a lack of adequate funding, etc):		
<b>INCOME</b>	<b>AMOUNT</b>	<b>DESCRIPTION OF INCOME</b>
Ticket Sales	\$ -	(Projected attendance X Admissions Charge)
Co-Sponsorships	\$ -	(specify from whom, i.e. Group/Council, Admin, Gifts)
Co-Sponsorships	\$ -	
Advertisement Sales	\$ -	
<b>TOTAL GENERATED INCOME</b>	<b>\$ -</b>	
<b>EXPENSES</b>	<b>AMOUNT</b>	<b>DESCRIPTION OF EXPENSES</b>
Entertainment (Speaker, DJ, Etc.)	\$ -	
Room Rental	\$ 308.00	2 nights, 2 rooms @ America's Best Value Inn, Tusculum
Facilities	\$ -	
AV/Technical	\$ -	
Supervision	\$ -	
Food & Catering and Accessories		
Travel & Auto Rental	\$ 2,512.78	approx. \$1,782.78 for flights to/from Atlanta, \$90 for
Advertising	\$ -	
Printing	\$ -	
Postage	\$ -	
Religious Purchases	\$ -	
Maintenance Cost for "Space" and Equipment	\$ -	
License and/or Fees	\$ 949.36	Aprox. race registration fees (\$130 ea. standard + ex
Conference	\$ -	
Computer Related	\$ -	
Miscellaneous and Other	\$ -	
Co-Sponsorships/Donations	\$ -	Currently applying for funding w/ CSGB for our one u
<b>TOTAL EXPENSES</b>	<b>\$ 3,770.14</b>	
<b>NET EXPENSES = (amount requesting for this event)</b>	<b>\$ 3,770.14</b>	