

Event Budget for [Culture Show & Dinner]

Expenses

	Estimated	Actual
Total Expenses	\$6,595.00	\$8,098.00

	Estimated	Actual
Site		
Room and hall fees	\$500.00	\$1,250.00
Site staff	\$415.00	\$800.00
Equipment - PA System	\$75.00	\$150.00
Tables and chairs	\$100.00	\$321.00
Totals	\$1,090.00	\$2,521.00

	Estimated	Actual
Decorations		
Flowers	\$200.00	\$300.00
Wall displays	\$50.00	\$25.00
Balloons	\$150.00	\$145.00
Totals	\$400.00	\$470.00

	Estimated	Actual
Publicity		
Flyers	\$250.00	\$250.00
Banners	\$100.00	\$0.00
Newspaper Ads	\$90.00	\$90.00
Posters	\$100.00	\$125.00
Wooden Stakes for posters	\$25.00	\$25.00
Totals	\$565.00	\$490.00

	Estimated	Actual
Miscellaneous		
Printed Material Handouts	\$100.00	\$125.00
Name Tags	\$50.00	\$60.00
Paper and Envelopes	\$30.00	\$35.00
Pens/Pencils	\$10.00	\$15.00
Totals	\$190.00	\$235.00

	Estimated	Actual
Refreshments		
Food	\$3,000.00	\$2,889.00
Drinks	\$250.00	\$245.00
Linens/plates/utencils	\$150.00	\$198.00
Totals	\$3,400.00	\$3,332.00

	Estimated	Actual
Program		
Performers	\$500.00	\$500.00
Speakers	\$150.00	\$200.00
Travel	\$100.00	\$100.00
Hotel	\$0.00	\$75.00
Totals	\$750.00	\$875.00

	Estimated	Actual
Prizes		
Ribbons/Plaques/Trophies	\$100.00	\$75.00
Gifts	\$100.00	\$100.00
Totals	\$200.00	\$175.00