

BUDGET TEMPLATE

	PARTICULARS	PROPOSED	WORKING	ACTUAL	NOTES
INCOME					
	Ticket sales				
	Sponsorship				
	Grants				
	Fundraising				
	Stall or other fees				
	Merchandising				
TOTAL INCOME		\$	\$	\$	

EXPENSES					
Venue hire	Hire fees				
Infrastructure	Equipment hire				
	Audiovisual (sound and lighting)				
	Traffic management				
	First aid				
	Toilets				
	Power				
	Security				
	Waste management				
Programme	Entertainment				
	Travel and accommodation				
Catering	Food - staff and volunteers				
	Food - performers				

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EXPENSES					
Marketing	Design				
	Print advertising				
	TV/radio				
	Social media				
	Printing				
	Distribution				
	Signage				
	Photography				
	Prizes and giveaways				
	Other				
Administration	Permit fees				
	Licence fees				
	Salaries				
	Stationery				
	Telephone and other admin				
	Insurance				
	Contingency				
TOTAL EXPENSES		\$	\$	\$	
GRAND TOTAL		\$	\$	\$	