

Event Budget for [Scrabble Tournament]

Expenses

	Estimated	Actual
Total Expenses	\$581.18	\$0.00

	Estimated	Actual
Site		
Room and hall fees	\$0.00	
Site staff	\$0.00	
Equipment	\$120.00	
Tables and chairs	\$0.00	
Totals	\$120.00	\$0.00

	Estimated	Actual
Decorations		
Flowers	\$0.00	
Candles	\$0.00	
Lighting	\$0.00	
Balloons	\$21.40	
Posters	\$19.04	
Paper supplies	\$17.94	
Totals	\$58.38	\$0.00

	Estimated	Actual
Publicity		
Press Releases	\$0.00	
Photocopying/Printing	\$50.00	
Postage	\$0.00	
Totals	\$50.00	\$0.00

	Estimated	Actual
Miscellaneous		
Telephone	\$0.00	
Transportation	\$0.00	
Stationery supplies	\$0.00	
Fax services	\$0.00	
Totals	\$0.00	\$0.00

	Estimated	Actual
Refreshments		
Food	\$77.80	
Drinks	\$125.00	
Linens	\$0.00	
Staff and gratuities	\$0.00	
Totals	\$202.80	\$0.00

	Estimated	Actual
Program		
Performers	\$0.00	
Speakers	\$0.00	
Travel	\$0.00	
Hotel	\$0.00	
Other	\$0.00	
Totals	\$0.00	\$0.00

	Estimated	Actual
Prizes		
Ribbons/Plaques/Trophies	\$50.00	
Gifts	\$100.00	
Totals	\$150.00	\$0.00

	Estimated	Actual
Event Totals		
Event Totals	\$581.18	\$0.00

Event Budget for [Event Name]

Income

	Estimated	Actual
Total income	\$675.00	\$0.00

Admissions

	Estimated	Actual		Estimated	Actual
	40		Students @	\$5.00	\$0.00
	15		Teams @	\$25.00	\$0.00
	10		Other @	\$10.00	\$0.00
				\$675.00	\$0.00

Ads in program

				Estimated	Actual
			Covers @	\$0.00	\$0.00
			Half-pages @	\$0.00	\$0.00
			Quarter-pages @	\$0.00	\$0.00
				\$0.00	\$0.00

Exhibitors/vendors

				Estimated	Actual
			Large booths @	\$0.00	\$0.00
			Med. booths @	\$0.00	\$0.00
			Small booths @	\$0.00	\$0.00
				\$0.00	\$0.00

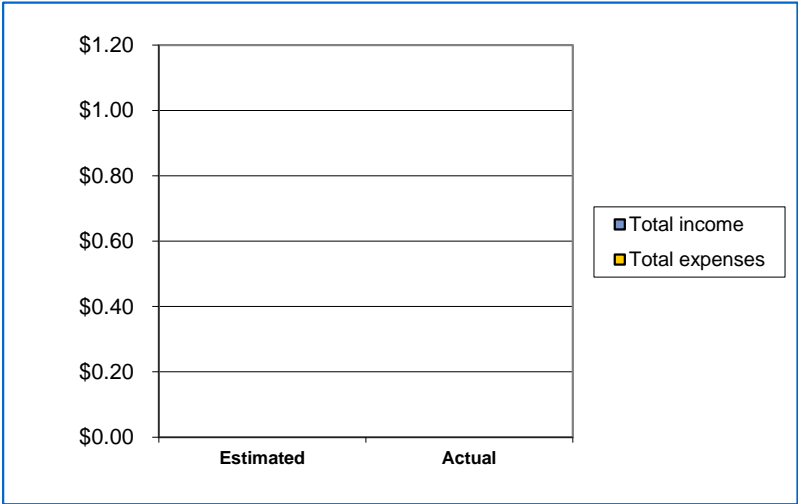
Sale of items

				Estimated	Actual
			Items @	\$0.00	\$0.00
			Items @	\$0.00	\$0.00
			Items @	\$0.00	\$0.00
			Items @	\$0.00	\$0.00
				\$0.00	\$0.00

Event Budget for [Event Name]

Profit - Loss Summary

	Estimated	Actual
Total income		
Total expenses		
Total profit (or loss)	\$0.00	\$0.00



Equipment

Scrabble Boards 15 @ \$8.00 \$120.00 Walmart (in store)

Decorations

Inflated Latex Balloons 20 @ \$1.07 \$21.40 Party City (in store)

Bounty Paper Napkins (200 count) 2 @ \$2.97 \$5.94 Walmart (in store)

Hefty Cups (50 count) 4 @ \$3.00 \$12.00 Walmart (in store)

Poster Board 5 @ \$1.08 \$5.40

Sharpie Colored Chisel Markers (8 Count) 3 @ \$4.88 \$14.64

\$0.00

Refreshments

\$0.00

12-Pack Assorted Sodas 15 @ \$4.69 \$70.35 Walmart (in store)

Bag of Ice 5 @ \$1.49 \$7.45 Walmart (in store)

\$0.00

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