

# Proposed Event Budget

(turn in 30 days prior to event)

Paper Products: \_\_\_\_\_

Decorations: \_\_\_\_\_

Venue: \_\_\_\_\_

Entertainment/Speaker: \_\_\_\_\_

Entrance Fee: \_\_\_\_\_

Food: \_\_\_\_\_

Printing Fee: \_\_\_\_\_

Office Products: \_\_\_\_\_

Favors/Gifts: \_\_\_\_\_