

Event Budget Checklist

Set a fundraising goal for your event and plan how you expect to reach your goal. Create a budget to manage all expenses like rental equipment, fees, decorations, etc. and estimate the potential income from your fundraising activities.

Determining your budget will help you to decide whether your fundraising target is realistic. Remember to always monitor your expenses. Consider the following possible costs when creating your budget:

Location

- Venue rental
- Needed Equipment
- Tables & Chairs
- Tablecloths
- Garbage / Recycling Bins
- Parking
- Security
- A/V Equipment
- License(s)

Food

- Catering
- Drinks
- Snacks
- Volunteer Meals / Snacks
- Staff
- Dishware / Barewar and/or Needed Rentals

Bar

- Bartender(s)
- Corkage fee
- Charge by glass
- License(s)

Entertainment/Guests

- Music / DJ and equipment / sound technician
- Guest speaker(s) and any gift(s) for them
- Performer(s) including equipment and/or rider(s), transportation and any incidental costs
- Favours/Souvenirs

Miscellaneous

- Decor including flowers / lights, installation, supplies
- Promotional materials (signage, banner, etc.) including design, printing, postage, installation
- Photographer
- Cash box and supplies - calculators, change, float, envelopes
- Supplies - tickets, auction sheets, stationary items, etc.
- Coat Check - staff, hangers, coat rack, tickets, etc.