

SHILOH BAPTIST CHURCH

EVENT BUDGET WORKSHEET - [Date]

Event Budget for [Event / Ministry Name]

Expenses

	Estimated	Actual
Total Expenses	\$0.00	\$0.00

	Estimated	Actual
Facility		
Room and Hall fees	\$0.00	\$0.00
Equipment, Tables & Chairs	\$0.00	\$0.00
Totals	\$0.00	\$0.00

	Estimated	Actual
Decorations		
Decorations	\$0.00	\$0.00
Paper supplies	\$0.00	\$0.00
Totals	\$0.00	\$0.00

	Estimated	Actual
Advertisement/Publicity		
Photocopying/Printing/Tickets	\$0.00	\$0.00
Flyers/Ads/Bulletin	\$0.00	\$0.00
Totals	\$0.00	\$0.00

	Estimated	Actual
Refreshments		
Food, Drinks, and Deserts	\$0.00	\$0.00
Linens	\$0.00	\$0.00
Totals	\$0.00	\$0.00

	Estimated	Actual
Program		
Speakers, Performers	\$0.00	\$0.00
Other (Janitorial, Security, etc)	\$0.00	\$0.00
Totals	\$0.00	\$0.00

	Estimated	Actual
Prizes		
Gifts/Plaques/Trophies	\$0.00	\$0.00
Totals	\$0.00	\$0.00

	Estimated	Actual
Miscellaneous		
Transportation	\$0.00	\$0.00
Totals	\$0.00	\$0.00

Income

Admissions / Tickets Sales			
Estimated	Actual		
0	0	Adults @	\$25.00
0	0	Children @	\$10.00
0	0	Other @	\$5.00
		Estimated	Actual
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00

Other Income (Patrons, Booklet, Promotions, etc)	\$0.00	\$0.00
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Total Income	\$0.00	\$0.00
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Profit - Loss Summary

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

