Budget Tracking Template

Event Name: _____

Event Date: _____

Event Organizer & Contact Information:

_____

_____

Date Submitted: _____

This is a sample event budget. Create and monitor your event budget using an Excel spreadsheet.

REVENUE	**$**		**EXPENSES**	**$**
Sponsorships			Venue	
Pledges/Donations			Food/Beverage	
Ticket Sales/Entry Fee			Printing	
Silent Auction			Promotions/Advertising	
Raffle			License Fees	
Other Income*			Entertainment	
			Prizes	
			Security	
			Miscellaneous/Other*	
Total Revenue			**Total Expenses**	
Net Profit (Total Revenue – Total Expenses) to be donated to Osler Foundation				

*Please specify

Note: Gift-in-kind donations should not be added into the final revenue total.

Thank you for your support!