



# APPENDIX C

## Suggested Budget Template

Reunion name and event date			
Description	Budgeted	Actual	Assumptions/Notes
<b>REVENUE</b>			
# Tickets sold @ \$	\$ -	\$ -	
# Complimentary tickets	\$ -	\$ -	outline who (students, dean, speaker, etc.)
Other revenue (sponsorship, etc. )	\$ -	\$ -	
<b>TOTAL REVENUE:</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>EXPENSES</b>			
<b>Venue</b>			
Space rental/room/hall rental	\$ -	\$ -	
Tent rental	\$ -	\$ -	
Catering (food, beverages, gratuities, etc.)	\$ -	\$ -	
Site Staff	\$ -	\$ -	
Permit and Licenses	\$ -	\$ -	
Event set-up/tear down fees	\$ -	\$ -	
Rentals: linens, equipment, chairs, etc.	\$ -	\$ -	
Parking	\$ -	\$ -	
Audio Visual chargers	\$ -	\$ -	
<b>Venue Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Professional Services/Suppliers</b>			
DJ	\$ -	\$ -	
Audio Visual (technician & equipment)	\$ -	\$ -	
Entertainers (musicians, etc.)	\$ -	\$ -	
Photographer	\$ -	\$ -	
Décor	\$ -	\$ -	
Florist	\$ -	\$ -	
<b>Professional Services/Suppliers Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Recognition Items</b>			
Guest gifts / swag	\$ -	\$ -	
Entertainment Gifts (speaker/host)	\$ -	\$ -	
<b>Recognition Items Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Registration</b>			
Service fee for registration website			
Name tags			
<b>Contingency - up to 20% of the event budget</b>	<b>\$ -</b>	<b>\$ -</b>	Build a buffer into your budget
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>SURPLUS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	