Program Planning Budget Worksheet

Program Title: __________________________________________________________

Date of Program: ________________________________________________________

Co-Sponsoring Organization (if any): ________________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Expense</th>
<th>Actual Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Fee/Honorarium</td>
<td></td>
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<tr>
<td>Physical Requirements:</td>
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<tr>
<td>Facility Rental</td>
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<tr>
<td>Equipment Rental</td>
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<tr>
<td>Transportation</td>
<td></td>
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<tr>
<td>Security</td>
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<tr>
<td>Food/Refreshments</td>
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<tr>
<td>Decorations</td>
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<tr>
<td>Freight/Delivery</td>
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<tr>
<td>Promotion:</td>
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<tr>
<td>Posters</td>
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<tr>
<td>Flyers</td>
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<tr>
<td>Table tents</td>
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<tr>
<td>Newspaper Ads</td>
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<tr>
<td>Radio Ads</td>
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<tr>
<td>Other</td>
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<tr>
<td>Other</td>
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<tr>
<td>Miscellaneous:</td>
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</tbody>
</table>
**Estimated Income**

- Admission Fee
  - _____ of Students  @ $___________ = __________
  - _____ of Non-students  @ $___________ = __________
- Other Income: ___________________________  = __________
- Other Income: ___________________________  = __________

Total Estimated Income: __________

**Actual Income**

- Admission Fee
  - _____ of Students  @ $___________ = __________
  - _____ of Non-students  @ $___________ = __________
- Other Income: ___________________________  = __________
- Other Income: ___________________________  = __________

Total Actual Income: __________

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th>Actual Expenses</th>
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<tbody>
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</table>

**Total Expenses**

<table>
<thead>
<tr>
<th>Total Income</th>
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<tbody>
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</table>

**Profit/ Loss**

<table>
<thead>
<tr>
<th>Event Chair Signature</th>
<th>Advisor Signature</th>
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