

Budgeting for an Event

LAST EDITED

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When you prepare a budget for an event, it is important to be realistic. Here are some examples of costs from past large events - they are all estimates and will change depending on the way you set up your individual event, but you can use these as a starting point when creating your budget. There are other expenses to consider when preparing your budget, including advertising in the Barometer and printing programs, posters, tickets and other publicity materials. When formulating your budget, call the Barometer and Printing and Mailing Services for estimates.

FACILITIES EXPENSES - Ballroom	
Main Ballroom Rental	\$280.00
East Ballroom & West Ballroom Rental (food/dressing area)	\$68.00
SUBTOTAL	\$348.00
Labor (set up/tear down/sound and light)	\$205.00
Stage Equipment/Lighting/Sound	\$266.00
SUBTOTAL	\$471.00
FOOD PREPARATION EXPENSES*	
MU East Kitchen Rental	
Day of Event	\$250.00
Average cost for day prior to event (\$25/hour)	\$75.00
OTHER EXPENSES*	
Van Rental	\$10.00
Food Handlers Permit (issued from Benton County)	\$10.00
Pantry **	\$90.00
SUBTOTAL	\$435.00
TOTAL CHARGES FOR BALLROOM EQUIPMENT AND FACILITIES	\$1254.00

FACILITIES EXPENSES - Forum	
Forum Rental	\$140.00
SUBTOTAL	\$140.00
Door Control if required (\$6.30/hour per person)	\$50.40
Security if required (\$12/hour per person)	\$108.00
Sound Equipment	\$48.00
Labor (set up/tear down/sound and light)	\$165.00
SUBTOTAL	\$371.40
FOOD PREPARATION EXPENSES*	
MU East Kitchen Rental	
Day of Event	\$250.00
Average cost for day prior to event (\$25/hour)	\$75.00
Other Expenses	
Food Handlers Permit (issued from Benton County)	\$10.00
SUBTOTAL	\$310.00
TOTAL CHARGES FOR FORUM EQUIPMENT AND FACILITIES	\$821.40

There are other expenses to consider when preparing your budget. Good planning will help you plan for the unexpected. When formulating your budget, call the Barometer, Printing and Mailing Services and any other vendors you will be working with for estimates.

Things to include in your budget may be:

Publicity

- Barometer
 - Display Ads
 - Classified Ads
- Printing and Mailing
 - Color Posters
 - Color Flyers
 - Black and White Flyers

Programs

- 8x10?
- Color
- Black and White

Decorating

- Table Covers
- Flags
- Streamers

Tickets

- Color
- Black and White