

Affiliate Special Event Budget Form



Date: _____ Submitted by: _____

Affiliate Name: _____

Name of Event: _____

Instructions: After reviewing the tips and example below, complete the budget template on page 2. If you would prefer to use a spreadsheet format, like Excel, please simply save the Excel document and send with the Special Event Application Form. Reminder: The fundraising goal is equal to a net profit and revenue. This line is the ultimate financial goal of the special event.

Helpful Tips and Examples for Creating Your Budget: The first step to budgeting for your special event is identifying potential costs. Include every aspect from linen rentals to the clean-up crew. This preliminary step will help your committee refine your needs as you seek sponsors, in-kind donors, and negotiate with vendors/local businesses. Likewise, think of all the aspects of the event to create the revenue estimate. Are you planning a silent auction? What is the revenue goal? What do you have to collect in donated silent auction items to actualize your goal? How many people will be attending? How much will you need to charge to both cover costs and generate revenue for your organization? Finally, remember that creating a good budget is a helpful tool for those who follow you in the coming years. Remember to fill in actual amounts as you keep detailed records. Today's budget, filled out as accurately as possible, will become a reference tool for years to come.

Should you have any questions regarding budget creation, such as how to decide ticket price, please contact the LCF Program Director, Jenifer Gursky at jeniferg@mtcf.org or 406-441-4953.

Example:

Revenue Description	Individual	Budgeted Amount	Actual Amount
150 Guests	\$50/ticket	\$7,500	
Wine Raffle (100 raffle tickets)	\$5/raffle ticket	\$500	
Silent Auction (20 items)	Avg: \$125 each	\$2,500	
Sponsors (5 sponsors?)	\$500	\$2,500	
Live Auction (5-8 items?)	\$500 - \$1,000	\$4,000	
Cash call/Cash Auction (straight donation)	50 donations @\$100	\$5,000	
Total Revenue		\$22,000	
Expenses	Individual	Amount	Actual Cost
Dinner for 150 ticket holders	\$20	\$3,000	
Venue Rental	\$500	\$500	
Advertising/Printing	\$500	\$500	
Entertainment/Band	\$1,000	\$1,000	
AV/Audio system	\$250	\$250	
Event Volunteer Thank You's	\$250	\$250	
Total Expenses		\$5,500	
Fundraising Goal (Revenue-Expenses=Fundraising Goal)		\$16,500	

