



Event Budget

Event Number

Approved by	Date	Approved by	Date

Event Name: _____

Event Date(s): _____

1-day Event Multi-day Event

Chairperson: _____

Address: _____

City, State Zip: _____

Phone: _____

E-mail Address: _____

Date Submitted: _____

Co-Chairperson: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail Address: _____

Projected	Number of paying Participants _____ (A)			
	Number of non-paying Participants _____			
	Number of Partial-paying Participants _____			
	Total number of Participants _____ (B)			
Projected Event Expenses (for "B")		Event Payments/Deposits		
Projected Expense	Amount	Purpose	Amount	Date
Food				
Beverage				
Entertainment				
Supplies & Decorations				
Fees & Tips				
Tickets				
Rentals				
		Event Cash Advance		
		Purpose	Amount	Date
Advertising, Promotion & Photos				
Postage				
Printing/Copying				
Prizes, Awards				
Transportation (Air)				
Transportation (Ground)				
Lodging				
Miscellaneous				
		Event Charge		
		Partial Charge Per Chairperson 1		(E1)**
		Partial Charge Per Chairperson 2		(E2)**
		Total Partial Charge (E1+E2) =		(F)
		Trip Charge Adjustment (F / A)		(G)
		Event Charge per person (D - G) =		(H)
		Total Revenue ((A x H) + F) =		
		** The difference between Est Charge per person (E44) and trip chairs' "maximum" allowance of \$599.		
		Participant Payment Schedule		
		Amount		
		Date Due		
Sub-Total Expenses (S)				
[Cost Per Person (S / A)]				
*Administ. Operations Fund 0%				
Total (C)				
Est. Charge per person (C / A) (D)				
*Effective 01/2016, the ULLR Board has cancelled Administrative Operations Fund fee of 3%.				