

STUDENT GOVERNING BOARD OF EARL HALL

BUDGET DETAIL SHEET:

Complete a *BUDGET DETAIL SHEET* for each event that your group would like to hold. Please provide explicit explanations of your income and expenses for each event.

ORGANIZATION NAME:		
EVENT NAME:	PROJECTED DATE OF EVENT:	PROJECTED ATTENDANCE:
Event Description or comments about the event (such as new event, yearly event which is successful, hasn't worked in years past because of a lack of adequate funding, etc):		
INCOME	AMOUNT	DESCRIPTION OF INCOME
Ticket Sales		(Projected attendance X Admissions Charge)
Co-Sponsorships		
Co-Sponsorships		
Advertisement Sales		
Total Generated Income		
EXPENSES	AMOUNT	DESCRIPTION OF EXPENSES
Entertainment (Speaker, DJ, Etc.)		
Room Rental		
Facilities		
AV/Technical		
Supervision		
Food & Catering and Accessories		
Travel & Auto Rental		(include destinations)
Advertising		
Printing		
Postage		
Religious Purchases		
Maintenance Cost for "Space" and Equipment		
License and/or Fees		
Conference		
Computer Related		
Miscellaneous and Other		
Co-Sponsorships/Donations		(name organization)
Total Expenses:		
NET EXPENSES = (amount requesting for this event)		Total Expenses - Total Generated Income = NET EXPENSES