

# Event Budget 2017-2018 Sponsorship Funding

## Projected Expenses

### Eligible Expenses

#### *Contracted Services*

Artists/Speaker Fees	\$	
Consultants/Planner Fees	\$	
Announcer Fees	\$	
Police Officers	\$	
Private Security	\$	
_____	\$	
_____	\$	

Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Name: \_\_\_\_\_

#### *Travel*

Airfare/Luggage Fees	\$	
Ground Transportation	\$	
Gas	\$	
Lodging	\$	

Traveler 1: \_\_\_\_\_  
 Traveler 2: \_\_\_\_\_  
 Traveler 3: \_\_\_\_\_

#### *Production/Entertainment*

Band(s)	\$	
Dance Group(s)	\$	
DJ	\$	
Stage Rental	\$	
Tent Rental	\$	
Table/Chair Rental	\$	
Sound Equipment	\$	
Lighting Equipment	\$	
Generators	\$	
Sound/Lighting Technician	\$	
_____	\$	
_____	\$	

#### *Facility/Space Rental*

Park/Pavilions	\$	
Ballrooms/Conference Rooms	\$	
Theaters	\$	
_____	\$	

Location: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Location: \_\_\_\_\_

#### *Marketing/Promotion*

Layout Design/Graphic Designer	\$	
Newspaper Ads	\$	
Posters/Flyers/Postcards	\$	
Radio Spots	\$	
Banners	\$	
_____	\$	

#### *Miscellaneous Items*

Traffic Closures/Barricades	\$	
Portable Restrooms	\$	
Trophies/Awards	\$	
Decorations	\$	
Event Staff/Volunteer Uniforms	\$	
Fencing - Non Alcohol Related	\$	
_____	\$	
_____	\$	

**TOTAL ELIGIBLE EXPENSES**

\$ \_\_\_\_\_

**Projected Expenses (cont.)**

**Ineligible Expenses**

*Administrative*

Payroll (salaries/wages)	\$	
Benefit Costs	\$	
_____	\$	
_____	\$	

*Consumable Goods/Hospitality*

Food	\$	
Drinks - water, soda, etc...	\$	
Snacks	\$	
_____	\$	

*Marketing/Promotion*

Web Site/Internet	\$	
_____	\$	

*Associated with Alcohol*

Liquor Licenses/Fees	\$	
Supplies - cups, etc...	\$	
Fencing	\$	
Bartender	\$	
_____	\$	
_____	\$	

*Insurance*

Event Insurance	\$	
_____	\$	
_____	\$	

*Postage*

Mailings	\$	
_____	\$	
_____	\$	

*Fees*

Music Licensing	\$	
Permit	\$	
Taxes	\$	
Membership	\$	
Professional Development	\$	
Conference	\$	
Credit Card Charges	\$	
Application	\$	
_____	\$	
_____	\$	

*Miscellaneous Items*

Gifts	\$	
Take Home Promotions	\$	
Scholarships	\$	
Capital Expenses	\$	
Improvements	\$	
Office Supplies	\$	
Paper Goods	\$	
Contributions/Donations	\$	
_____	\$	
_____	\$	

**TOTAL INELIGIBLE EXPENSES**

**\$**

## Projected Income

Admissions	
Adults	\$
Seniors	\$
Kids	\$
Registration/Entry Fees	\$
Vendors	
Food & Beverages	\$
Merchandise/Trinkets	\$
Concessions	
Food	\$
Non-Alcoholic Beverages	\$
Alcoholic Beverages	\$
Merchandise Sales	\$
Sponsorships	
_____	\$
_____	\$
_____	\$
Other Revenue	
Non-Sponsorship Donations	\$
Grants	\$
_____	\$
City of Chandler	
Sponsorship Funding Request	\$
Applicant	
Cash/Contribution	\$
<b>TOAL ELIGIBLE EXPENSES</b>	<b>\$</b>
<b>TOTAL INELIGIBLE EXPENSES</b>	<b>\$</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$</b>
<b>TOTAL REVENUE</b>	<b>\$</b>
<b>Event Net Profit/Loss</b>	<b>\$</b>

**Budget Items To Be Paid For By Potential City Sponsorship Funding**

Items/Description	Amount	Company/Business Receiving Funds
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	

**Total Prospective Amount  
To Be Spent**

\$ -
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