

ANNUAL EVENT SPONSORSHIP BUDGETING WORKSHEET

FISCAL YEAR

DEPARTMENT / COST CENTER

PREPARED BY

DATE UPDATED

TOTAL ALLOCATED BUDGET

TOTAL PROJECTED COST

TOTAL ACTUAL COST

REMAINING BALANCE

Major Event Sponsorships

EVENT NAME & DESCRIPTION	EVENT DATE	SPONSORSHIP LEVEL / PACKAGE	PROJECTED COST	ACTUAL COST	VARIANCE	STATUS

Local & Community Sponsorships

EVENT NAME & ORGANIZATION	EVENT DATE	BENEFITS / DELIVERABLES	PROJECTED COST	ACTUAL COST	VARIANCE	STATUS

Associated Sponsorship Expenses (Collateral, Booth Design, etc.)

EXPENSE CATEGORY / DESCRIPTION	DELIVERY DATE	VENDOR / PROVIDER	PROJECTED COST	ACTUAL COST	VARIANCE	STATUS
Grand Total						