

EVENT SPONSORSHIP COST BREAKDOWN

Expense Template for Event Sponsorships

EVENT NAME

DATE OF EVENT

SPONSOR NAME

SPONSORSHIP TIER / LEVEL

PREPARED BY

REFERENCE NUMBER

EXPENSE CATEGORY & ITEM	ESTIMATED COST	ACTUAL COST	VARIANCE	NOTES / REMARKS
1. VENUE & LOGISTICS				
2. MARKETING & PROMOTION				
3. FOOD & BEVERAGE / HOSPITALITY				
4. COLLATERAL & SWAG				

EXPENSE CATEGORY & ITEM	ESTIMATED COST	ACTUAL COST	VARIANCE	NOTES / REMARKS
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5. ADMINISTRATION & MISCELLANEOUS

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TOTAL
EXPENSES

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PREPARED BY SIGNATURE

APPROVED BY SIGNATURE