

FUNDRAISING GALA & NETWORKING EVENT

EVENT TITLE

EVENT DATE

COORDINATOR

TARGET REVENUE

TOTAL ESTIMATED BUDGET

TOTAL ACTUAL EXPENSES

REMAINING / VARIANCE

VENUE & CATERING

Venue Hire / Space Rental

Food & Beverage (Gala Dinner)

Welcome Drinks & Canapés
(Networking)

Staffing & Gratuity

PRODUCTION, AV & ENTERTAINMENT

Audio/Visual Equipment &
Technical Support

Stage, Lighting & Decor

Keynote Speaker / Emcee Fees

Live Music / DJ / Entertainment

MARKETING, INVITATIONS & GUEST RELATIONS

Graphic Design & Branding
Materials

Print Invitations & Postage

Event Programs, Signage &
Banners

Gifts, Swag Bags & Favors

ADMINISTRATION, LICENSING & MISCELLANEOUS

Event Insurance

Permits & Liquor Licensing

Photography & Videography

Security & Valet Services

TOTAL EVENT EXPENSES