

SPONSORSHIP & PROMOTION EXPENSE TRACKER

Event Name:

Date:

Coordinator:

Department:

TOTAL ALLOCATED BUDGET

TOTAL ACTUAL EXPENSES

REMAINING BALANCE

1. Sponsorship Packages & Partnerships

Subtotal Sponsorships

2. Promotional Materials & Merchandise

Subtotal Promotional Items

3. Marketing & Advertising Campaign

Subtotal Marketing/Ad

Notes & Special Instructions