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## EVENT BUDGET PLANNING

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To assist your group with planning for your event budget, please use the following “Sample Budget for Local Meet Hosts”. This should serve as a helpful resource in budgeting and helping your group know what to expect. This is an **optional** resource to assist in your planning. There is no need to submit this form to USA Diving. If you should have any questions regarding the items listed below, please don’t hesitate to contact Ann Krenzelok at USA Diving at [ann.krenzelok@usadiving.org](mailto:ann.krenzelok@usadiving.org) or 317-237-5252.

### SAMPLE BUDGET FOR LOCAL MEET HOST

#### EXPENSES: TOTAL

#### SUBTOTALS

#### RUNNING

##### **Printing:**

- Program \$ \_\_\_\_\_
- Posters \$ \_\_\_\_\_
- Tickets \$ \_\_\_\_\_
- Credentials \$ \_\_\_\_\_
- Signage \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

##### **Printing Totals/Running Total**

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

##### **Facility:**

- Pool Rental \$ \_\_\_\_\_
- Maintenance \$ \_\_\_\_\_
- Personnel \$ \_\_\_\_\_
- Security \$ \_\_\_\_\_
- Bleachers \$ \_\_\_\_\_
- Parking \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

##### **Facility Totals/Running Total**

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

##### **Equipment and Supplies:**

- Copiers \$ \_\_\_\_\_
- Computers \$ \_\_\_\_\_
- Fax/line \$ \_\_\_\_\_
- Phones/lines \$ \_\_\_\_\_
- PA system/microphone \$ \_\_\_\_\_

- Radios \$ \_\_\_\_\_
  - Electrical \$ \_\_\_\_\_
  - Tables/chairs \$ \_\_\_\_\_
  - Draping \$ \_\_\_\_\_
  - Plants/Decorations \$ \_\_\_\_\_
  - Hot tub \$ \_\_\_\_\_
  - Tents \$ \_\_\_\_\_
  - Awards Stand \$ \_\_\_\_\_
  - Medical equipment \$ \_\_\_\_\_
  - Officials' Shirts \$ \_\_\_\_\_ (USAD may be able to provide assistance)
  - Administrative Supplies \$ \_\_\_\_\_
  - Other \$ \_\_\_\_\_
- Equipment Totals/Running Total**
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_

#### **Hospitality:**

- Coach/Official Hospitality \$ \_\_\_\_\_
- Athlete Snacks \$ \_\_\_\_\_
- Banquets/Receptions \$ \_\_\_\_\_
- Food and Beverage \$ \_\_\_\_\_
- Refrigerator \$ \_\_\_\_\_
- Microwave/Toaster \$ \_\_\_\_\_
- Supplies (plates, utensils, etc.) \$ \_\_\_\_\_
- Decorations \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

#### **Hospitality Totals/Running Total**

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

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

#### **Awards & Ceremonies:**

- Flowers \$ \_\_\_\_\_
- Music \$ \_\_\_\_\_
- Anthem singers/Performers \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

#### **Awards Totals/Running Total**

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

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

#### **Marketing/Public Relations:**

- Event logo design \$ \_\_\_\_\_ (USAD may be able to provide assistance)
- Banners/Signage \$ \_\_\_\_\_ (USAD may be able to provide assistance)
- Ads/Promotions \$ \_\_\_\_\_
- Sponsor/Media gifts \$ \_\_\_\_\_ (USAD may be able to provide assistance)
- Merchandise \$ \_\_\_\_\_

- Concessions \$ \_\_\_\_\_
- Postage \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

**Marketing Totals/Running Total**

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

**Volunteers:**

- Uniforms \$ \_\_\_\_\_ (USAD may be able to provide assistance)
- Volunteer handbook/printing \$ \_\_\_\_\_
- Meetings \$ \_\_\_\_\_
- Postage \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

**Volunteer Totals/Running Total**

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

**Hotel:**

- Comp. rooms \$ \_\_\_\_\_ (USAD may be able to provide assistance)
- Meeting rooms \$ \_\_\_\_\_
- Hospitality room \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

**Hotel Totals/Running Total** \$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Miscellaneous:**

- USAD Sanction Fee \$ 30 \_\_\_\_\_
- Insurance \$ \_\_\_\_\_
- Concessions
- Ground Transportation \$ \_\_\_\_\_
- Goodie Bags \$ \_\_\_\_\_
- Professional Fees \$ \_\_\_\_\_
- Appearance Fees \$ \_\_\_\_\_
- Lifeguards \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

**Miscellaneous Totals/Total Expenses** \$ \_\_\_\_\_  
\$ \_\_\_\_\_

**INCOME:**

Entry fees (see bid application for exact breakdown) (see divemeets.com for previous entry #s) \$ \_\_\_\_\_

Sponsorship - Cash \$ \_\_\_\_\_

Sponsorship - Value in kind (VIK) \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_  
Ticket sales (LOC retains all ticket profits)\$ \_\_\_\_\_  
Merchandise Sales \$ \_\_\_\_\_  
Concession Sales \$ \_\_\_\_\_  
Program Advertising \$ \_\_\_\_\_  
Banquet Ticket Sales \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

**TOTAL INCOME**

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

**LESS TOTAL EXPENSES**

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

**INCOME OVER (UNDER) EXPENSES**

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