

Candidate Worksheet 4.2

Event budget sheet

EXPENDITURE	£	INCOME	£
FACILITIES / EQUIPMENT		Sponsorship	
Hire of venue		Grants	
Trophies/certificates		Donations	
Equipment		Tickets	
Displays/signs		Programme advertising	
Flowers		Other advertising	
Other		Programmes	
STAFF/SUPPORT SERVICES		Other	
Administration		TOTAL £	
Travel			
Meetings			
Postage			
Telephone			
Printing			
Emergency services			
Other			
ADMINISTRATION/ FINANCIAL			
Legal costs			
Travel			
Officials' expenses			
Police costs			
Insurance			
VAT			
Other			
PRESENTATION/MEDIA			
Programme printing			
Artwork/design			
Newspaper adverts			
TV/radio advertisement			
Posters/banners			
Sponsorship package			
Photography			
Other			
TOTAL £			