# Fundraising Event Budget

*Purpose:* This document serves to outline and manage the anticipated and actual expenses related to a fundraising event. It helps ensure financial transparency, budgeting accuracy, and effective planning for nonprofit organizations organizing fundraising events.

## Event Information

* **Event Name:** {eventName}
* **Date:** {eventDate}
* **Organizer:** {organizerName}
* **Contact Email:** {contactEmail}
* **Location:** {eventLocation}

## Budget Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Estimated Cost** | **Actual Cost** | **Notes** |
| {#budgetItems}{category} | {estimatedCost} | {actualCost} | {notes}{/budgetItems} |

## Revenue Projections

{#revenueSources}

* **{sourceName}** — Projected: {projectedAmount}, Actual: {actualAmount}, *Notes:* {notes}

{/revenueSources}

## Key Donors and Sponsors

{#sponsors}

* **{sponsorName}**: *Contribution:* {contributionAmount}, *Contact:* {contactPerson}

{/sponsors}

## Volunteers & Staffing

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Hours Committed** |
| {#volunteers}{name} | {role} | {hours}{/volunteers} |

## Additional Notes / Considerations

{additionalNotes}

{#hasSponsors}

**Note:** Sponsorship logos and recognition opportunities should be included in event signage and materials.

{/hasSponsors}

{^hasSponsors}

**Note:** No confirmed sponsors at the moment. Consider outreach to potential sponsors.

{/hasSponsors}

## Approval & Review

* **Prepared by:** {preparedBy}
* **Position/Title:** {position}
* **Date Prepared:** {preparedDate}
* **Reviewed by:** {reviewedBy}
* **Review Date:** {reviewDate}