



Event Budget Worksheet

Use this tool to estimate expenses and income for events where more than 3 troops or more than 50 participants will attend. Your service unit team may ask to review this worksheet as part of their event approval process. Submit a final report to the service unit team within 30 days of the event, if requested. See *Directing Girl Scout Events and Series* for additional guidance.

Event Name:		Theme:	
Purpose:			Money-earning event? Y/N
Location:		Participants: D B J S A Adults Families	
Max # of girls:	Max # of adults:	Total site capacity:	
Event director:	Email:	Phone:	
Will you charge for adults attending, or just girls?			

<p>Step 1: ESTIMATE your EXPENSES - use this table to estimate how much you will spend.</p> <ul style="list-style-type: none"> Enter all expense estimates. Group expenses are the same no matter how many participants attend. Per-person expenses are items you pay for based on the number of people attending. Estimate the number of paying participants. If you're having a repeating event that usually draws 50 people, plan for 50. But if you're holding a new event, be more conservative in your estimate. 					
Expenses priced for the whole group			Expenses priced per person		
Type of Group Cost	Notes	Cost for the group	Type of Per-person Cost	Notes	Cost per person
Site rental		\$	Food		\$
Equipment rental			Admission fees or tickets		
Event insurance			Program supplies		
Lifeguards or instructors			Badges or patches		
Cost of hosting non-paying individuals*			Other		
Other			Other		
Other			Other		
Other			Other		
Other			Other		
Total of above group costs (A)		\$	Total of above per-person costs		\$
			Multiply by # of paying persons	x	
				=	
			Plus total group costs (A)	+	
			TOTAL EXPENSES	=	\$

* Guests, event volunteers or others who do not pay. Include the cost of hosting them in the Group Costs category.

Step 2: ESTIMATE your INCOME

Consider any adjustments as you think about how much to charge. Sponsorship will reduce the fees you charge participants. Profit will increase the fee you will charge.

Will the troop/group or service unit/cluster provide sponsorship? If so, how much?	
Is this a money-earning activity? If so, how much profit is intended?	

Determining how much you should charge (if anything):

If the balance is negative, who will make up the difference? _____

If there's a surplus, where will the money go? _____

Use this tool to calculate participation income:

Activity fee per person		# of paying participants		Activity fee income
	x		=	

What's the minimum you will collect (fee x minimum = income)? _____

What's the maximum you will collect (fee x maximum capacity = income)? _____

What is your break-even point? How many registrations must you have to hold the event? _____

Step 3: BALANCE your BUDGET – total expenses should equal income, to show a “zero” balance.

- If your subtotal income doesn't equal subtotal expense, you have a profit or a shortfall.
- Use the “budgeted” columns when estimating.
- Complete the “actual” columns after the event is over.

Description	Budgeted		Actual	
	Income	Expense	Income	Expense
Site rental				
Equipment rental				
Event insurance				
Lifeguards or instructors				
Cost of hosting non-paying individuals*				
Food				
Admission fees or tickets				
Program supplies				
Badges or patches				
Other (specify)				
Other (specify)				
Other (specify)				
Other (specify)				
Other (specify)				
Activity fee income				
Sponsorship				
Other income (ex: return of unused supplies)				
Subtotals				
Profit				
Shortfall				
Grand total (income should equal expenses)				

Step 4: REPORT your SUCCESS (or lessons learned) by providing this worksheet with your year-end financial statement. Discuss the experience with the girls, and help them learn how to improve next time.