

BLACK PINE ANIMAL PARK
F/R Budget Worksheet

Distribute this worksheet to all fundraising sub-project leaders to prepare a budget and plan.

Event Name _____

Sub-Project: _____

Project Leader: _____

PROJECT BUDGET WORKSHEET

<i>Expense</i>	<i>Estimated Cost</i>	<i>Actual Cost</i>
Marketing		
Fliers / posters		
Invitations		
Press Releases		
Print Ads		
Other		
Venue		
Rental Fees		
Parking Fees		
Coat Check		
Bar / Catering Services		
Décor		
Seasonal Décor		
Table Coverings		
Lighting		
Other		
Food / Drink		
Appetizers		
Beverages		
Snacks		
Dinners		
Other		
Other Expenses		

TOTAL

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Please list here other details about planning this part of the overall fundraiser. These notes will be passed along to future project leaders and fundraising chairs should this fundraiser be repeated. Attach any supporting documents please.