



Team OMF

Independent Fundraising Guide
Sample Social Event Budget

Event Name: _____ Event Date: _____

PROJECTED INCOME	Amount
Sponsors (name/company)	
#1 _____	\$ _____
#2 _____	\$ _____
#3 _____	\$ _____
#4 _____	\$ _____
#5 _____	\$ _____
Ticket Sales (price) x (# sold):	\$ _____
Auction Sales (total \$)	\$ _____
Raffle Sales (price) x (# sold):	\$ _____
Other Donations	\$ _____
TOTAL PROJECTED REVENUE	\$ _____
PROJECTED EXPENSES	
Venue Rental	\$ _____
Food/Drinks	\$ _____
Decoration	\$ _____
Printing	\$ _____
Postage	\$ _____
Entertainment (band, DJ)	\$ _____
Insurance (if necessary)	\$ _____
Equipment Rental (tables, chairs, etc.)	\$ _____
Other (please describe) _____	\$ _____
TOTAL PROJECTED EXPENSES	\$ _____
PROJECTED NET PROCEEDS	\$ _____

Remember: the more in-kind donations you solicit to cover expenses, the more you'll have to donate to OMF's research program.