



SCCFBC EVENT BUDGET

EVENT

NO. OF GUESTS

ITEM	QUANTITY	COST	TOTAL COST
Invitation			
Postage			
Program			
Location Rental			
Food			
Centerpieces			
Tablecloths/Napkins			
Audio/Visual			
Decorations/Utensils			
Childcare			
Music			
Gifts/Awards			
Name Tags			
Other:			
EVENT TOTAL			
Guest Contribution			
Donor Contribution			
Budget for Event			
VARIANCE			