

COMPONENT	PARTICULARS	PROPOSED	WORKING	ACTUAL
Income		\$	\$	\$
	Ticket sales			
	Sponsorship			
	Grants			
	Raffles and Fundraising			
	Stall or other fees			
TOTAL INCOME		\$	\$	\$
Expenses		\$	\$	\$
Venue hire	Hire fee			
Infrastructure	Equipment hire			
	Audio visual (lighting and sound)			
	Traffic management			
	First Aid			
	Toilets			
	Power			
	Security			
	Waste management			
Program	Entertainment			
	Travel and accommodation			
Catering	Food for staff/ volunteers			
	food for performers			
Marketing	design			
	print advertising			
	TV			
	Radio			
	Program			
	Flyer			
	Distribution/ postage			
	Signage			
	Photography			
	Media launch			
Administration	Permit fees			
	Salaries and fees			
	Stationary			
	Decorations			
	Prizes			
	Insurance			
	Contingency			
TOTAL EXPENSES		\$	\$	\$

NOTES

