

Parrothead Event Budget Proposal

Event Name: _____

Event Date: _____

Event Organizer: _____

Site	Estimated Cost
Room and hall fees	
Staff fees	
Equipment	
Tables and Chairs	
Total	

Decorations	Estimated Cost
Paper supplies	
Balloons	
Linens	
Favors	
Total	

Food/Beverages	Estimated Cost
Food	
Beverages	
Plates/Napkins/Utensils	
Candy	
Total	

Program/Entertainment	Estimated Cost
Performers	
Equipment Rental	
Total	

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Event Date: _____

Event Organizer: _____

Prizes/Gifts (provide details of what the gift/prize will be)	Estimated Cost
Total	

Publicity	Estimated Cost
Photocopying/Printing	
Postage	
Other	
Total	

Miscellaneous	Estimated Cost
Other	
Other	
Other	
Total	

Approximated Event Total Cost: _____

Approved by Executive Committee on: _____

*Approved Budget Amount: _____

*If the approved budget is exceeded organizer must get additional approval from the executive board.