

## APPENDIX D: SAMPLE EVENT BUDGET

Event Budget for Rural Life Celebration		
Site	Quantity	Cost
Room and hall fees		
Site staff		
Equipment		
Outhouses		
Parking		
Directional signs		
Tent		
Tables and chairs		
Total		
Decorations	Quantity	Cost
Flowers		
Lighting		
Balloons		
Paper supplies		
Hay bales		
Total		
Publicity	Quantity	Cost
Graphics work		
Photocopying/Printing		
Flyers/Handouts		
Newspaper promotions		
Postage		
Total		
Refreshments	Quantity	Cost
Food		
Drinks		
Linens		
Plates		
Napkins		
Cutlery		
Cups/Glasses		
Staff and gratuities		
Total		
Program	Quantity	Cost
Performers		
Speakers		
Travel		
Petting zoo		
Banners for each parish		
Tree (for planting)		
Outdoor games		
Music/DJ		

Other		
Total		
<b>Prizes</b>	<b>Quantity</b>	<b>Cost</b>
Plaques for century farms		
Door prizes		
Thank You gift(s)		
Total		
<b>Miscellaneous</b>	<b>Quantity</b>	<b>Cost</b>
Total		
Total Expenses		