

### Community Fundraising Event Budget Template

Briefly describe the event and how funds will be raised (e.g. ticket sales, pledges, sponsorship, auction, raffle, etc.) – attach separate sheet if necessary:

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Why have you chosen to direct the proceeds for your event to NETRF?

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How will the event be publicized (e.g. press releases, flyers, radio/TV, printed ads)?

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Does your event require a license? YES\_\_\_ NO\_\_\_

Please list all *anticipated* revenue and costs, even if you expect the items to be donated:

REVENUE:

Sponsorship \$ \_\_\_\_\_ Registration Fees \$ \_\_\_\_\_  
 Raffle \$ \_\_\_\_\_ Silent Auction \$ \_\_\_\_\_ Live Auction \$ \_\_\_\_\_  
 Other (please describe)  
 \$ \_\_\_\_\_

TOTAL EXPECTED REVENUE: \$ \_\_\_\_\_

COSTS (Please list all *anticipated* expected costs):

Location Fee \$ \_\_\_\_\_ Food/Beverage \$ \_\_\_\_\_  
 Printing (tickets, posters, etc.) \$ \_\_\_\_\_ Security (if needed) \_\_\_\_\_  
 Advertising \$ \_\_\_\_\_ Entertainment Licenses (if necessary) \$ \_\_\_\_\_ Prizes  
 \$ \_\_\_\_\_ Supplies \$ \_\_\_\_\_ Other (please specify) \$ \_\_\_\_\_

TOTAL EXPECTED COSTS \$ \_\_\_\_\_

Amount to be donated to other beneficiaries: \$ \_\_\_\_\_

NET REVENUE expected to NETRF \$ \_\_\_\_\_

All costs to be covered by: (Name/Company) \_\_\_\_\_

Any other deduction from proceeds \$ \_\_\_\_\_

Total Direct payment by the event organizer \$ \_\_\_\_\_

Please indicate the date that funds will be received by NETRF: \_\_\_\_\_