



# Team OMF

Independent Fundraising Guide  
*Sample Social Event Budget*

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

<b>PROJECTED INCOME</b>	<b>Amount</b>
<b>Sponsors (name/company)</b>	
#1 _____	\$ _____
#2 _____	\$ _____
#3 _____	\$ _____
#4 _____	\$ _____
#5 _____	\$ _____
<b>Ticket Sales (price) x (# sold):</b>	\$ _____
<b>Auction Sales (total \$)</b>	\$ _____
<b>Raffle Sales (price) x (# sold):</b>	\$ _____
<b>Other Donations</b>	\$ _____
<b>TOTAL PROJECTED REVENUE</b>	\$ _____
<b>PROJECTED EXPENSES</b>	
Venue Rental	\$ _____
Food/Drinks	\$ _____
Decoration	\$ _____
Printing	\$ _____
Postage	\$ _____
Entertainment (band, DJ)	\$ _____
Insurance (if necessary)	\$ _____
Equipment Rental (tables, chairs, etc.)	\$ _____
Other (please describe) _____	\$ _____
<b>TOTAL PROJECTED EXPENSES</b>	\$ _____
<b>PROJECTED NET PROCEEDS</b>	\$ _____

Remember: the more in-kind donations you solicit to cover expenses, the more you'll have to donate to OMF's research program.