

Sample Event Budget

In preparing for any Girl Scout event, you should project a break-even point that is zero-based. For this reason, the fee is never set before expenses are determined (as closely as possible).

1 Participants

_____ # of girls

_____ # of adults

_____ # of tagalongs

_____ # of other

Total Number of Participants

A tagalong is any person, child or adult, who is not a registered Girl Scout member.

3 Fee per Participant

Total Expenses

\$

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Total Number of Participants

=

\$ **Fee per person**

2 Expenses

Item	Quantity	Cost	Total
Food/Beverage (everything edible)			
Admission Fees			
Facility Rental Charges			
Supplies for event activities			
Supplies for first aid			
Supplies for cleaning			
Supplies for decoration			
Recognition Items (t-shirt, patch, badge, etc.)			
Equipment (portable toilets, etc.)			
Insurance			
Printing & Postage			
Thank You Gifts			
Other			
Total Expenses			<input type="text"/>

4 What is Event Revenue?

Total Number of Paying Participants X Fee per person =

5 Will Event Break Even?

Event Revenue — Total Expenses = Profit/Loss