

# Book Event

<b>Budget Sheet</b>		
<b>Item</b>	<b>Cost £s</b>	<b>Funding Source</b>
Author/Guest 1: Fee		
Travel Expenses		
Accommodation		
Author/Guest 2: Fee		
Travel Expenses		
Accommodation		
Author/Guest 3: Fee		
Travel expenses		
Accommodation		
Books/resources to support: event 1		
event 2		
event 3		
Cost of venue		
Cost of equipment hire/insurance etc.		
Refreshments : event 1		
event 2		
event 3		
Publicity: postage		
telephone/fax/Internet charges		
posters/leaflets/tickets		
photocopying		
Films/video films/developing		
Prizes:		
Other costs:		
<b>Total costs:</b>	<b>£</b>	
<b>Planned income:</b> Sponsorship/grants		
event 1		
event 2		
event 3		
<b>Planned income total :</b>	<b>£</b>	