

Event Expense Tracker

Event/Initiative Name: _____

Contact Name: _____

Event Date(s): _____

Use this spreadsheet to help keep you organized with spending for your event. You do not need to submit this form to WPBDF. Event costs must be paid directly by the organizer or come out of the event proceeds. These expenses cannot be covered by tax receipt-able donations.

| Expense | \$ Amount | Notes |
|----------------------------------|-----------|-------|
| Venue/Equipment Rental | | |
| Food and Beverage | | |
| Advertising/Promotion | | |
| Printing (tickets, flyers, etc.) | | |
| Other | | |
| Total | | |