# *Sample Budget for a Tribute Dinner*

**Income**

7 Benefactor Tables @ $5,000 per table $35,000

9 Patron Tables @ $2,500 per table 22,500

11 Sponsor Tables @ $1,500 per table 16,500

Ticket Sales—320 @ $125 per person $40,000

Contributions from people sending regrets $3,000

Total Income $117,000

# Expenses

Personnel Expenses

Event Coordinator @ $3,000/month for $9,000

3 months

Office Assistant expenses (250 hours @ $20/hr) 5,000

Total Personnel Expenses $14,000

Event Planning and Marketing Expenses

Graphic designer $2,000

Website coordinator/designer 1,000

Photocopying 300

Telephone 200

Printing Save the Date cards 250

Printing 500 dinner programs 800

Printing of committee and sponsor letters 550

Postage for Save the Date cards and

invitations 2,880

Postage for committee letters 480

Miscellaneous correspondence 300

Messenger Service 250

Miscellaneous Expenses 150

Total Office Expenses $9,160

Hotel/Event Expenses

560 dinners for meals (tax and tip $26,400

included—prices will vary widely

in different cities), table, dish,

and linen rentals

Wine @ $7 per bottle for corkage (3 bottles 1,176

per table or 150 bottles)

Flowers 1,000

Photographer 650

Microphone for podium 200

Speaker’s fee 5,000

Total Hotel/Event Expenses $34,426

TOTAL EXPENSES $57,586

NET INCOME $59,414