*WLS Trustee Institute, Katonah Village Library, April 3, 2014*

**Creating Signature Events**

Cassie Guthrie, Pioneer Library System, Canandaigua, NY

Budget Worksheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REVENUE |  |  | EXPENSES |  |
|  |  |  |  |  |
| Ticket Sales ( \_\_\_\_\_ @ $\_\_\_\_\_\_ ) | $ |  | Publicity/Printing | $ |
| \* | $ |  | \*\* | $ |
| \* | $ |  | \*\* | $ |
| \* | $ |  | \*\* | $ |
| \* | $ |  | \*\* | $ |
| \* |  |  | \*\* |  |
|  |  |  |  |  |
| ***TOTAL REVENUE*** | $ |  | ***TOTAL EXPENSES*** | $ |

TOTAL REVENUE: \_\_\_\_\_\_\_\_\_\_\_\_

less

TOTAL EXPENSES: -- \_\_\_\_\_\_\_\_\_\_\_\_

equals

***NET PROFIT:*** \_\_\_\_\_\_\_\_\_\_\_\_

\* \*\*

Sponsorships Food

Silent Auction Beverages

Chance Auction Table/Linen Rental

50/50 Raffle T-shirts (or other giveaway)

Book Sales Insurance/license