

Heritage Month Budget

The budget for the type of Heritage Month event you choose may vary based on the estimated expenses and potential corporate sponsorship dollars raised. This sample budget attached estimates the cost for the event and related promotional materials to be approximately \$10,000. Careful planning and proper corporate and in-kind support can assist the station with gains in both finances and community good will.

QUANTITY	ITEM	Budget	ITEM	Actual
	COLLATERAL		COLLATERAL	
230	Save the Date Postcard	\$ 250.00	Save the Date Postcard	\$ -
	Logo Design	\$ -	Logo Design	\$ -
250	Invitations/Envelopes	\$ 750.00	Invitations/Envelopes	\$ -
32	Posters/Mounting	\$ 75.00	Posters/mounting	\$ -
250	Nametags	\$ 50.00	Nametags	\$ -
	Postage	\$ 200.00	Postage	\$ -
200	Event Program	\$ 300.00	Event Program	\$ -
	CATERING		CATERING	
	Catering-Food only	\$ 5,000.00	Catering-Food only	\$ -
	Linens	\$ -	Linens	\$ -
	Rentals	\$ 400.00	Rentals	\$ -
	Beverages	\$ 150.00	Beverages	\$ -
	Wine	\$ -	Wine	
	Ice	\$ 50.00	Ice	\$ -
	Misc	\$ 50.00	Misc	\$ -
	DESIGN AND SET-UP		DESIGN AND SET-UP	
	Design Fee	\$ 500.00	Design Fee	\$ -
	Rentals	\$ 450.00	Rentals	\$ -
	U-Haul Charges/Truck	\$ 300.00	U-Haul Charges/Truck	\$ -
	Decorations and Flowers	\$ 400.00	Decorations and Flowers	\$ -
	Designer	\$ 671.00	Designer	\$ -
	Helper	\$ 300.00	Helper	\$ -
	Tax	\$ 104.00	Tax	\$ -
	OTHER		OTHER	
		\$ -		\$ -
Total Cost		\$ 10,000.00		\$ -