
EVENT BUDGET PLANNING

To assist your group with planning for your event budget, please use the following "Sample Budget for Local Meet Hosts". This should serve as a helpful resource in budgeting and helping your group know what to expect. This is an **optional** resource to assist in your planning. There is no need to submit this form to USA Diving. If you should have any questions regarding the items listed below, please don't hesitate to contact Ann Krenzelok at USA Diving at ann.krenzelok@usadiving.org or 317-237-5252.

SAMPLE BUDGET FOR LOCAL MEET HOST

EXPENSES:
TOTAL

SUBTOTALS

RUNNING

Printing:

- Program \$ _____
- Posters \$ _____
- Tickets \$ _____
- Credentials \$ _____
- Signage \$ _____
- Other \$ _____

Printing Totals/Running Total

\$ _____
\$ _____

Facility:

- Pool Rental \$ _____
- Maintenance \$ _____
- Personnel \$ _____
- Security \$ _____
- Bleachers \$ _____
- Parking \$ _____
- Other \$ _____

Facility Totals/Running Total

\$ _____
\$ _____

Equipment and Supplies:

- Copiers \$ _____
- Computers \$ _____
- Fax/line \$ _____
- Phones/lines \$ _____
- PA system/microphone \$ _____

- Radios \$ _____
 - Electrical \$ _____
 - Tables/chairs \$ _____
 - Draping \$ _____
 - Plants/Decorations \$ _____
 - Hot tub \$ _____
 - Tents \$ _____
 - Awards Stand \$ _____
 - Medical equipment \$ _____
 - Officials' Shirts \$ _____ (USAD may be able to provide assistance)
 - Administrative Supplies \$ _____
 - Other \$ _____
- Equipment Totals/Running Total**
 \$ _____
 \$ _____

Hospitality:

- Coach/Official Hospitality \$ _____
- Athlete Snacks \$ _____
- Banquets/Receptions \$ _____
- Food and Beverage \$ _____
- Refrigerator \$ _____
- Microwave/Toaster \$ _____
- Supplies (plates, utensils, etc.) \$ _____
- Decorations \$ _____
- Other \$ _____

Hospitality Totals/Running Total
 \$ _____
 \$ _____

Awards & Ceremonies:

- Flowers \$ _____
- Music \$ _____
- Anthem singers/Performers \$ _____
- Other \$ _____

Awards Totals/Running Total
 \$ _____
 \$ _____

Marketing/Public Relations:

- Event logo design \$ _____ (USAD may be able to provide assistance)
- Banners/Signage \$ _____ (USAD may be able to provide assistance)
- Ads/Promotions \$ _____
- Sponsor/Media gifts \$ _____ (USAD may be able to provide assistance)
- Merchandise \$ _____

- Concessions \$ _____
- Postage \$ _____
- Other \$ _____

Marketing Totals/Running Total

\$ _____
\$ _____

Volunteers:

- Uniforms \$ _____ (USAD may be able to provide assistance)
- Volunteer handbook/printing \$ _____
- Meetings \$ _____
- Postage \$ _____
- Other \$ _____

Volunteer Totals/Running Total

\$ _____
\$ _____

Hotel:

- Comp. rooms \$ _____ (USAD may be able to provide assistance)
- Meeting rooms \$ _____
- Hospitality room \$ _____
- Other \$ _____

Hotel Totals/Running Total

\$ _____
\$ _____

Miscellaneous:

- USAD Sanction Fee \$ 30 _____
- Insurance \$ _____
- Concessions
- Ground Transportation \$ _____
- Goodie Bags \$ _____
- Professional Fees \$ _____
- Appearance Fees \$ _____
- Lifeguards \$ _____
- Other \$ _____

Miscellaneous Totals/Total Expenses

\$ _____
\$ _____

INCOME:

Entry fees (see bid application for exact breakdown) (see divemeets.com for previous entry #s) \$ _____

Sponsorship - Cash \$ _____

Sponsorship - Value in kind (VIK) \$ _____

Donations \$ _____
Ticket sales (LOC retains all ticket profits)\$ _____
Merchandise Sales \$ _____
Concession Sales \$ _____
Program Advertising \$ _____
Banquet Ticket Sales \$ _____
Other \$ _____

TOTAL INCOME

\$ _____

LESS TOTAL EXPENSES

\$ _____

INCOME OVER (UNDER) EXPENSES

\$ _____