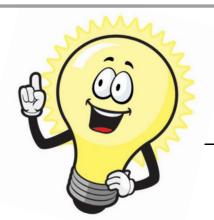
sample event planning budget items

| Expenses | Revenues | Items specific to races/5Ks |
|--|---|--|
| Promotion | Sponsors! | Race bibs, safety pins |
| * posters, banners | * "sell" various areas of event | T-shirts |
| * website | kids' area, t-shirt sponsor, etc. | Medals or awards |
| Venue costs | Booth rentals | Timing company |
| * Suwanee park rental, staff fees, police, etc. | * upsell amenities such as tables/tents, electricity access | Finish line snacks, water bottles or fruit: bananas, oranges |
| Entertainment | Percentage of vendors' sales | Registration fees (website fees) |
| * DJ, sound & lighting | * inflatables - ticket sales | * consider tiered deadline dates |
| * bands | * percentage of food trucks | DJ, sound equipment |
| * green room (snacks, etc.) | * tasting tickets | Course certification |
| * children's entertainers | Raffles or donations | Cinch bags or packets |
| Decorations or theme items (balloon arch, other fun stuff) | Services (face-painting, caricatures, balloons, etc.) | |
| Supplies | Sell event merchandise | |
| * printing (packets, parking | * t-shirts, glow items, etc. | |
| passes, signage) | Remember: think "TRADE" not "PAID" | |

Offer to trade for items you need: for example, ask for bottled waters (for volunteers) in exchange for a sponsor listing on your materials, or a free booth space.



* additional tables, chairs

* pens, clipboards, etc.

additional tables, chair.

Equipment rental (as needed)

- * tents or canopies
- * inflatables, carnival games
- * portable restrooms

Recognition items for sponsors, volunteers

* t-shirts, certificates, etc.