

Exercise #4 (Continued) Budget Sheet

Instructions: This type of budget sheet makes you ask questions that may or may not require actual budgeted items. Fill in the lines using your service audience from the back side of this sheet.

Name of Service:

Line Items: Place a dollar amount or notation for each line item required to start the service:

Personnel

Collection

Promotional

Speakers

Location/rent

Displays or exhibits

Postage

Flyers/brochures

Equipment

Supplies

Food

Misc (detail)

Notes: