

ACTIVITY 1.2: School Fair Budget Plan

Create a plan and budget for the upcoming spring fair at your school. The goal is to end up with a surplus or profit of \$5,000.

1) BREAKDOWN OF EXPENSES:

Determine what the fair will offer and where you will spend money. You will have a starting budget of \$3,000. You can spend additional money as long as you bring in more revenue. Outline all your expenses in the chart below. Make notes for any in-kind/volunteer contributions.

CATEGORY	COST
Rentals (What equipment will you need to rent, such as audio-visual, furniture, tents)	\$
Food (Will you cook or order food, or invite external vendors to sell food?)	\$
Staff/Volunteers (Will you have volunteers, or will you need to hire staff? Will you require paid security?)	\$
Entertainment (Will you hire entertainment, such as a DJ or a band?)	\$
Other (List any additional costs)	\$

In-kind/volunteer contributions: _____

2) BREAKDOWN OF REVENUES

Outline how you expect to raise money and how much from each source.

CATEGORY	REVENUE
Tickets (Will you sell admission tickets? How much will you charge?)	\$
Raffle/Prizes (Will you hold a raffle, or sell additional tickets for a chance to win prizes?)	\$
Food (Will you charge guests for food? How much?)	\$
Other (Will there be other opportunities to collect money? i.e. kids activities)	\$

3) FINAL CALCULATIONS

- A) Total expenses: \$ _____
- B) Total revenue: \$ _____
- C) Balance (Surplus/Deficit): \$ _____

Note: The total money raised would be determined by subtracting your expenses from your revenues ($B - A = C$).