

HOT FUND REIMBURSEMENT GRANT
EVENT BUDGET WORKSHEET
FY 2023-2024



All Hotel Occupancy Tax expenses must abide by Texas State Law. Providing a thorough budget will help determine the impact of your event and the amount of eligible expenses your event will have. Be advised that actual receipts will be required to determine all eligible costs.

	Proposed Budget Outline	Post Budget/Expenditures
Expenses		
Space Rental	7200.00	
Food & Beverage	3500.00	
Audio/Visual		
Internet		
Security	2000.00	
Staff Costs	3500.00	
Entertainment	2500.00	
Lodging	1000.00	
<i>Total Expenses</i>	19,700.00	
Advertising Expenses		
Newspaper		
Radio		
TV		
Other Advertising	16,500.00	
Social Media	3500.00	
Direct Mailings		
Press Releases/Media		
<i>Total Advertising</i>		
Other expenses not listed above:		
Revenues		
Donations		
In-Kind Services		
Cash Sponsors	7500.00	
Ticket Sales	10,000.00	
Other Revenues	8750.00	
HOT Funds Awarded	20,000.00	
<i>Total Revenues</i>	46,250.00	