



How to prepare a **BUDGET**

PRE-EVENT PLANNING & PREPARATIONS:

1

PRE-EVENT COSTS

Are there any costs that I should include in my budget for pre-event planning? This could include costs for printing, meals or snacks, travel, etc?

2

PRE-EVENT MEETINGS

Plan to have monthly meetings with youth and the Champion Team. What training opportunities will you provide?

3

CONNECTING

Are you planning to connect and coordinate ministry with another church? Will you be meeting with your partner organization before the event? What costs will be associated with these meetings?

UNDERCURRENT WEEKEND

1

WHAT ARE COSTS OF THE WEEKEND?

- **Meals:** Will your group have any shared meals together that you need to budget for? Are team members bringing brown bag lunches or are you providing lunch? Are team members having supper together? If so, are you providing supper, having volunteers in the church prepare and serve the meals, having potluck at the church?
- **Snacks:** Will you be providing bottled water or snacks over the course of the weekend? Are members of the church donating these items or do you need to purchase them?
- **Transportation:** Will you be providing gas money, parking money, renting vehicles for any portion of this weekend?

2

WHAT SUPPLIES DO YOU NEED?

- **Supplies:** Do you need to purchase or provide any supplies or resources for any of your ministry with your partner organization?
- **Fun:** are you including a block of time in your schedule for some kind of team building/fun activity? Will there be any expenses associated with this?

3

REVENUE

- How much will you charge your team members to participate in this event?
- Will you be hosting any fundraising events to offset the cost of this event?
- Do you have any money in the church/youth budget for youth ministry, youth mission tour, outreach that can help offset some of the costs for this event?