

IN COMMUNITY – EVENT BUDGET (DRAFT)

Total Event Budget: \$4,000

This draft budget outlines typical cost categories for an In Community gathering serving 50–100 participants. Amounts may shift based on district, site, and in-kind support.

Category	Description	Estimated Cost	Notes
Venue Rental	Room rental, setup/breakdown, custodial, basic AV if included	\$800–\$1,200	Prefer public or in-kind venues
Catering & Hospitality	Coffee, water, light snacks for 50–100 people	\$600–\$900	Local vendors preferred
Arts Activation / Entertainment	Paid local artist(s) or creative activation	\$600–\$1,000	All artists must be paid
Speaker Fee (Optional)	Local arts advocate or facilitator (if applicable)	\$250–\$500	Supervisor remarks unpaid
Event Supplies	Name tags, markers, sign-in sheets, table supplies	\$150–\$250	Reusable when possible
Swag / Materials	Stickers, postcards, printed materials, pens	\$150–\$300	Optional, low-cost
Printing	Flyers, signage, agendas	\$100–\$200	Minimize printing
Photography / Documentation (Optional)	Event photos or documentation	\$200–\$400	Optional based on budget
Contingency	Unanticipated costs	\$200–\$300	Hold until end

Budget Notes:

- Total combined costs should not exceed \$4,000.
- All vendors and artists must submit invoices and W-9s prior to or immediately after the event.
- Payments are processed through the County; Commissioners may not sign contracts or agreements.
- Seek in-kind support where possible to preserve funds for artists and accessibility.
- County cannot fund alcohol