

OPEN HOUSE BUDGET WORKSHEET

Simple \$500 Sample Budget

A successful Open House does not need a large budget. Use this \$500 example as a simple starting point and adjust the amounts to fit your Lodge, event and available resources.

Sample Budget

Category	Sample Budget
Food & Refreshments	\$200
Advertising, Printing & Promotion	\$200
Children's Activities	\$50
Miscellaneous / Contingency	\$50
TOTAL	\$500

What to Include in Advertising, Printing & Promotion

- Flyers and posters
- Social media promotion
- Invitation letters and postage to local officials and community leaders
- Other printing and promotional materials

Your Lodge Budget

Lodge: _____ Event Date: _____

Category	Budgeted	Actual
Food & Refreshments	\$ _____	\$ _____
Advertising, Printing & Promotion	\$ _____	\$ _____
Children's Activities	\$ _____	\$ _____
Miscellaneous / Contingency	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

Keep Costs Down

Use existing Lodge supplies, WSEA-provided materials, donated items, free community advertising, and eligible co-pay reimbursement whenever possible.

Keep it simple. Focus your budget on welcoming guests and showing them what the Elks have to offer.