



EVENT ORGANIZER RESOURCES

EVENT BUDGET TEMPLATE

FOR A SANCTIONED USA CYCLING EVENT

Event Name: [Your Event Name]

Event Date: [Date]

Location: [Location]

Expected Participants: [Number of Participants]

REVENUE

1. Participant Registration Fees

- Early Bird Registration: [\$ / participant] x [Number of Early Bird Registrations]
- Regular Registration: [\$ / participant] x [Number of Regular Registrations]
- Late Registration: [\$ / participant] x [Number of Late Registrations]

Total Participant Registration Revenue: [\$]

2. Sponsorships and Partnerships

- [Sponsor Name]: [\$]
- [Sponsor Name]: [\$]

Total Sponsorship Revenue: [\$]

3. Merchandise Sales

- Jerseys: [\$ / jersey] x [Number of Jerseys]
- T-Shirts: [\$ / t-shirt] x [Number of T-Shirts]

Total Merchandise Revenue: [\$]

4. Donations and Grants

- [Donor Name]: [\$]
- [Grant Name]: [\$]

Total Donation and Grant Revenue: [\$]

Total Revenue: [\$]



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EXPENSES

1. Permitting

- Local Permits: [\$]
- USA Cycling Permit Fee: [\$]

Total Permitting Expenses: [\$]

2. Venue and Facilities

- Venue Rental: [\$]
- Facilities Setup: [\$]

Total Venue Expenses: [\$]

3. Marketing and Promotion

- Marketing Materials: [\$]
- Advertising: [\$]

Total Marketing Expenses: [\$]

4. Equipment and Supplies

- Signage and Course Markings: [\$]
- Timing Equipment Rental: [\$]
- Equipment Rentals: [\$]

Total Equipment Expenses: [\$]

5. Medical Services

- Medical Personnel: [\$]
- First Aid Supplies: [\$]

Total Medical Expenses: [\$]

6. Officials and Staff

- Announcer and Officials' Fees: [\$]
- Travel / Accommodation: [\$]

Total Officials and Staff Expenses: [\$]

7. Awards and Prizes

- Medals and Trophies: [\$]
- Prizes: [\$]

Total Awards and Prizes Expenses: [\$]



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8. Insurance

- Liability Insurance: [\$]
- Event Cancellation Insurance: [\$]

Total Insurance Expenses: [\$]

9. Administrative Costs:

- Registration Platform Fee: [\$]
- Permits Processing: [\$]

Total Administrative Expenses: [\$]

10. Miscellaneous Expenses:

- Buffer for Unexpected Costs: [\$]
- Total Miscellaneous Expenses: [\$]

Total Expenses: [\$]

Net Income (Revenue - Expenses): [\$]

Contingency Fund (10-15% of Total Expenses): [\$]