

HOT FUND REIMBURSEMENT GRANT  
EVENT BUDGET WORKSHEET  
FY 2024-2025



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
<b>Expenses</b>		
Space Rental	_____	_____
Food & Beverage	_____	_____
Audio/Visual	_____	_____
Internet	_____	_____
Security	_____	_____
Staff Costs	_____	_____
Entertainment	_____	_____
Lodging	_____	_____
	_____	_____
	_____	_____
<i>Total Expenses</i>	_____	_____
<b>Advertising Expenses</b>		
Newspaper	_____	_____
Radio	_____	_____
TV	_____	_____
Other Advertising	_____	_____
Social Media	_____	_____
Direct Mailings	_____	_____
Press Releases/Media	_____	_____
	_____	_____
<i>Total Advertising</i>	_____	_____
Other expenses not listed above:		
	_____	_____
	_____	_____
<b>Revenues</b>		
Donations	_____	_____
In-Kind Services	_____	_____
Cash Sponsors	_____	_____
Ticket Sales	_____	_____
Other Revenues	_____	_____
HOT Funds Awarded	_____	_____
	_____	_____
<i>Total Revenues</i>	_____	_____