



EVENT BUDGET WORKSHEET

This worksheet provides a guide to track the possible fees you will incur when planning your event.

Event Name _____

Day of Week, Date(s) and Time _____

Location _____

Estimated Budget (based on (insert number) of attendees)

Expense	Estimated Cost	Actual Cost
Facility fee		
Rentals (tables, dishes) Cocktail area Guest seating		
Catering & beverage – (insert vendor name) Tray-pass hors d'oeuvres @ (insert cost)/per person Dinner @ (insert cost)/per person includes salad, main course, dessert Bar service @ (insert cost)/per person including glassware and staffing Staffing, service charge and tax for meals		
Entertainment – (insert name of band/singer) for (insert number) hours		
Presenter/host (insert name) for X hours		
Audio/Visual & technical - (insert vendor name) Includes sound system, mic, music piped-in, set-up, delivery, staff on site for (insert number) hours		
Design & décor - (insert vendor name) (Insert number) centerpieces @ (insert cost)/each for buffet area (Insert number) centerpieces @ (insert cost)/each for dinner tables Draping, lighting, etc.		

Giveaways		
Printed materials - (vendor name) Design fee - invitation Invitation - (insert number) pieces (panel card, one color, reply card, map, etc.) Postage		
Photography/videography Includes cost of package and # of hours of photography		
Parking/transportation		
Sound/stage technicians		
Advertising/promotion/public relations		
Event signage Includes areas such as lobby, registration, etc.		
Supplies & Miscellaneous Nametags, mailing labels, etc.		
Other _____		
Other _____		
Total Expenses:	_____	_____