

EVENT BUDGET TEMPLATE

PROJECTED TOTAL

CATEGORY	
Venue	SUBTOTAL
Location Rental	
Equipment Rental	
Additional Tables / Chairs	
AV Equipment	
AV Staff	
Venue-Specific Staff	
Venue-Specific Catering	
Wi-Fi	
Venue Tech Support	
Security	
Décor	SUBTOTAL
Linens	
Lighting	
Additional Signage	
Additional Furniture	
Additional Decorative Items	

EVENT BUDGET TEMPLATE

Food / Beverage		SUBTOTAL
Food (\$100 per plate X 100 persons)		
Beverage		
Catering Staff		
Bar (\$200 per person x 100 persons)		
Additional Bar Staff		
Additional Coffee Cart		
Take-Away Food / Beverage		
Event Programming		SUBTOTAL
Speakers		
Performers		
Video Production		
Presentation Graphics		
Interpreters		
Additional Entertainment		SUBTOTAL
Music / DJ		
Gaming Rentals		
Additional Rentals		

EVENT BUDGET TEMPLATE

Event Documentation	SUBTOTAL
Photographer	
Videographer	
Travel	SUBTOTAL
Flight / Driving	
Lodging	
Per Diem	
Attendee / Guest Services	SUBTOTAL
Transportation	
Accommodation	
Storage	
Charging Stations	
Swag	
Giveaways	

EVENT BUDGET TEMPLATE

Registration	SUBTOTAL
Software	
ID Production	
Signage	
Communications	SUBTOTAL
Mobile App	
Printing / Fabrication	
Additional Signage	
Packets	
Flyers	
Maps	
Schedules	
Event Materials	
Public Relations	SUBTOTAL
Announcements	
Graphics	
Press Releases	

EVENT BUDGET TEMPLATE

Marketing	SUBTOTAL
Email Marketing	
Surveys	
Video Production	
Photography	
Design	
Printing	
Postage / Shipping	
Invitations (Mail)	
Social Media	SUBTOTAL
Twitter	
Facebook	
Pinterest	
Instagram	
Google+	
LinkedIn	
Snapchat	

EVENT BUDGET TEMPLATE

Advertising	SUBTOTAL
Online	
Print	
Outdoor	
Radio	
Television	
Postage / Shipping	
Sponsors	SUBTOTAL
Acquisition	
Communication	
Complimentary Passes / Tickets	
Thank You Gifts	
Logistics	SUBTOTAL
Insurance	
Contracts	
Permits	

EVENT BUDGET TEMPLATE

Other	SUBTOTAL

\$	85,295.00
----	-----------

PROJECTED SUBTOTAL	
--------------------	--

\$	13,500.00
----	-----------

\$	10,000.00
----	-----------

\$	1,000.00
----	----------

\$	500.00
----	--------

--	--

--	--

\$	500.00
----	--------

\$	1,000.00
----	----------

--	--

--	--

\$	500.00
----	--------

--	--

--	--

--	--

\$	2,820.00
----	----------

\$	250.00
----	--------

\$	700.00
----	--------

\$	900.00
----	--------

\$	375.00
----	--------

\$	595.00
----	--------

--	--

--	--

--	--

\$	35,400.00
\$	10,000.00
\$	2,000.00
\$	1,000.00
\$	20,000.00
\$	700.00
\$	200.00
\$	1,500.00
\$	6,500.00
\$	1,000.00
\$	2,500.00
\$	1,500.00
\$	1,500.00
\$	2,875.00
\$	2,500.00
\$	375.00

\$	6,000.00
\$	2,500.00
\$	3,500.00
\$	500.00
\$	500.00
\$	7,500.00
\$	1,800.00
\$	2,700.00
\$	3,000.00

