

Sample Event Budget

Provided below is an in depth list of items that could potentially cause expenses in your budget. Many events will not need as in depth of a budget.

Potential Location Costs:

| | |
|-------------------|----------|
| Site rental fee | \$ _____ |
| Projected tips | \$ _____ |
| Permit(s)/license | \$ _____ |
| Additional labor | \$ _____ |
| Subtotal | \$ _____ |

Potential Rental Needs:

| | |
|-----------------------------------|----------|
| Heat/air | \$ _____ |
| Furniture (tables and chairs) | \$ _____ |
| Pipe & drape | \$ _____ |
| Carpeting/flooring | \$ _____ |
| Props/tents/canopies | \$ _____ |
| Risers/staging (skirting, stairs) | \$ _____ |
| Stanchions/ropes | \$ _____ |
| Labor | \$ _____ |
| Subtotal | \$ _____ |

** Make sure your cost includes delivery, set up, and tear down. Be clear with delivery date when ordering!*

Potential Food and Beverage Costs:

| | |
|---|----------|
| Food/catering | \$ _____ |
| Beverages/bartender | \$ _____ |
| Equipment (ex. steamer for hot dogs) | \$ _____ |
| Linens, glasses, utensils, plates, etc. | \$ _____ |
| Labor/staff | \$ _____ |
| Gratuities | \$ _____ |
| Tax | \$ _____ |