Events Management Budget Worksheet

Event:			Location:		
Date:		**Time:**			
Advancement Account Number:					
Description		**Budget**	**Actual**	**Variance**	
Site					
Accommodation		$	$	$	
Audio-Visual		$	$	$	
Caterer		$	$	$	
Event Equipment		$	$	$	
Florist		$	$	$	
Music/Entertainment		$	$	$	
Security		$	$	$	
Speakers/Honorarium		$	$	$	
Staff Costs		$	$	$	
Transportation		$	$	$	
Valet Parking/Parking		$	$	$	
Publicity					
Calligrapher		$	$	$	
Postmaster General/Freight		$	$	$	
Photographer		$	$	$	
Printing					
Miscellaneous					
Total		_____	_____	_____	

Funding Source

_____
A/C Number

Project Manager

_____
Print Name

_____   _____
Signature   Date