

<b>Sample Event Budget Worksheet</b>			
<b>Expenses</b>	<b>Cost</b>		
Space Rental			
Security			
<b>Additional site costs</b>			
Security deposits			
Stage rental & set up			
Dance floor rental & installation			
Tenting (outdoor events)			
Audio/Visual			
Special set ups			
Workers/volunteers			
Insurance (Liability)			
Parking service or valet parking			
<b>Food and Catering</b>			
Food purchases			
Wine, beer, liquors			
Bar set up			
Soft drinks, bottled water			
Equipment rental			
Gratuities (average 18%)			
Staff/Volunteer meals			
Tear-down costs			
<b>Entertainment</b>			
Live music			
Hotel, travel and transportation			
Recorded Music			
Piano and instrument rental			
Special set-up costs			
Giant projector screen			
Union musician fees or honoraria			
Piano tuner			
<b>Auction Expenses</b>			
Decorations			
Prop Rentals			
Flowers			
Candles and candle holders			
Lighting and other AV equipment			
Special linens			
Party designer			
Party designer set-up crew			