

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 | \$_____ |