

SAMPLE EVENT BUDGET

Number of guests=

	Proposed Budget	Actual Budget
Food/Beverage		
Catering- including food and beverage	\$ -	\$ -
Alcohol, if applicable	\$ -	\$ -
Alcohol permits, if applicable	\$ -	\$ -
Bartending service, if applicable	\$ -	\$ -
Taxes	\$ -	\$ -
Service fee(s)	\$ -	\$ -
Ice, if applicable	\$ -	\$ -
Venue/Equipment		
Venue rental fee	\$ -	\$ -
Tables and chairs rental	\$ -	\$ -
Linens rental (sometimes included in catering order)	\$ -	\$ -
Glasses, plates, silverware rentals (sometimes included in catering order)	\$ -	\$ -
Tent rentals, if applicable	\$ -	\$ -
Dance floor or stage, if applicable	\$ -	\$ -
Fencing, if applicable	\$ -	\$ -
Podium	\$ -	\$ -
A/V equipment rental	\$ -	\$ -
Lighting	\$ -	\$ -
Power fees (sometimes required if power lines need to be run)	\$ -	\$ -
Setup fees	\$ -	\$ -
Delivery fees	\$ -	\$ -
Decorations/Entertainment		
Flowers/centerpieces	\$ -	\$ -
Balloons	\$ -	\$ -
Band	\$ -	\$ -
Entertainment	\$ -	\$ -
Other décor	\$ -	\$ -
Promotional Materials (design and printing costs)		
Posters/flyers/brochures	\$ -	\$ -
Banner or large sign	\$ -	\$ -
Invitations/postcards	\$ -	\$ -
Programs	\$ -	\$ -
Tickets	\$ -	\$ -
Menus/placecards	\$ -	\$ -