

## ***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                                     | \$ _____ |