

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