

## Workbook: Plan your event budget

01

### **All Staff**

Compensation and gratuities \_\_\_\_\_  
Travel \_\_\_\_\_  
Accommodations \_\_\_\_\_  
Food \_\_\_\_\_

### **Facility**

Venue rental \_\_\_\_\_  
Furniture, serving items, decor \_\_\_\_\_  
Food/drinks \_\_\_\_\_  
A/V equipment and labor \_\_\_\_\_  
Security \_\_\_\_\_  
Technology (wifi, IT support) \_\_\_\_\_  
Badge scanning \_\_\_\_\_

### **Logistics**

Event insurance \_\_\_\_\_  
Contracts \_\_\_\_\_  
Permits \_\_\_\_\_

### **Marketing**

Marketing tools \_\_\_\_\_  
    - Email marketing \_\_\_\_\_  
    - Survey tool \_\_\_\_\_  
Printing \_\_\_\_\_  
Shipping \_\_\_\_\_  
Video production \_\_\_\_\_  
Photography \_\_\_\_\_  
Web development \_\_\_\_\_  
Media relations \_\_\_\_\_  
Swag/merchandise/giveaways \_\_\_\_\_