

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	\$ _____