

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 _____