

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 _____