**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 | $\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Health permits | $\_\_\_\_\_\_\_\_ |
| Misc. charges | $\_\_\_\_\_\_\_\_ |
| Subtotal | $\_\_\_\_\_\_\_\_ |

* Make sure there is enough food for the number of guests you expect and work closely with your caterer or friends to minimize cost.

Potential Audio-Visual/Entertainment Costs:

|  |  |
| --- | --- |
| Television monitors | $\_\_\_\_\_\_\_\_ |
| Recorders/cameras/film | $\_\_\_\_\_\_\_\_ |
| Overhead projector/cart/screen | $\_\_\_\_\_\_\_\_ |
| Lecterns/podiums/microphones | $\_\_\_\_\_\_\_\_ |
| Disc players/sound system | $\_\_\_\_\_\_\_\_ |
| Walkie-talkies | $\_\_\_\_\_\_\_\_ |
| Pointers/marking pens | $\_\_\_\_\_\_\_\_ |
| Flip charts/blackboards | $\_\_\_\_\_\_\_\_ |
| Computer interfaces | $\_\_\_\_\_\_\_\_ |
| Technical staff/labor | $\_\_\_\_\_\_\_\_ |
| Music/talent/celebrity fees | $\_\_\_\_\_\_\_\_ |
| Other | $\_\_\_\_\_\_\_\_ |
| Subtotal | $\_\_\_\_\_\_\_\_ |

* Is everything compatible? Do you need Internet access? Think of any questions before you contact a vendor to minimize potential problems.

|  |  |  |
| --- | --- | --- |
| Potential Lighting Costs: |  |  |
| Special lighting (pictures/videos) | $\_\_\_\_\_\_\_\_ |
| Generator/extension cords | $\_\_\_\_\_\_\_\_ |
| Labor | $\_\_\_\_\_\_\_\_ |
| Subtotal | $\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| Decorations and Supplies |  |  |  |
| Event/stage/table decor | $\_\_\_\_\_\_\_\_ |
| Stage backdrop | $\_\_\_\_\_\_\_\_ |
| Flowers/plants | $\_\_\_\_\_\_\_\_ |
| Specialty linens | $\_\_\_\_\_\_\_\_ |
| Chair covers | $\_\_\_\_\_\_\_\_ |
| Signs/props | $\_\_\_\_\_\_\_\_ |
| Paper supplies | $\_\_\_\_\_\_\_\_ |
| Misc. charges | $\_\_\_\_\_\_\_\_ |
| Labor | $\_\_\_\_\_\_\_\_ |
| Subtotal | $\_\_\_\_\_\_\_\_ |
| Potential Trash Removal Considerations: |
|  |  |  |  |  |
| Water Hookup | $\_\_\_\_\_\_\_\_ |
| Restrooms/port-o-potties | $\_\_\_\_\_\_\_\_ |
| Receptacles/dumpsters/trash service | $\_\_\_\_\_\_\_\_ |
| Disposal service | $\_\_\_\_\_\_\_\_ |
| Cleanup crew | $\_\_\_\_\_\_\_\_ |
| Supplies | $\_\_\_\_\_\_\_\_ |
| Misc. | $\_\_\_\_\_\_\_\_ |
| Subtotal | $\_\_\_\_\_\_\_\_ |
| Security |  |  |  |
| Facility | $\_\_\_\_\_\_\_\_ |
| Private | $\_\_\_\_\_\_\_\_ |
| Subtotal | $\_\_\_\_\_\_\_\_ |
| Insurance |  |  |
|  |  |  |
| Gen. Liability Insurance | $\_\_\_\_\_\_\_\_ |
| Rider | $\_\_\_\_\_\_\_\_ |
| Specialized | $\_\_\_\_\_\_\_\_ |
| Subtotal | $\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| Collateral Materials |  |  |
| Advertising | $\_\_\_\_\_\_\_\_ |
| Business Cards | $\_\_\_\_\_\_\_\_ |
| Brochures | $\_\_\_\_\_\_\_\_ |
| Media Kit | $\_\_\_\_\_\_\_\_ |
| Registration Packets | $\_\_\_\_\_\_\_\_ |
| Posters | $\_\_\_\_\_\_\_\_ |
| Flyers | $\_\_\_\_\_\_\_\_ |
| Invitations | $\_\_\_\_\_\_\_\_ |
| Tickets | $\_\_\_\_\_\_\_\_ |
| Paper/envelopes | $\_\_\_\_\_\_\_\_ |
| Specialty items | $\_\_\_\_\_\_\_\_ |
| Duplicating/photocopies | $\_\_\_\_\_\_\_\_ |
| Program | $\_\_\_\_\_\_\_\_ |
| Subtotal | $\_\_\_\_\_\_\_\_ |
| Misc. Printing/Specialties |  |  |
| Menus | $\_\_\_\_\_\_\_\_ |
| Maps | $\_\_\_\_\_\_\_\_ |
| Sponsor signs/name tags/holders | $\_\_\_\_\_\_\_\_ |
| Place cards | $\_\_\_\_\_\_\_\_ |
| Prizes | $\_\_\_\_\_\_\_\_ |
| Frames | $\_\_\_\_\_\_\_\_ |
| Thank you cards | $\_\_\_\_\_\_\_\_ |
| Other | $\_\_\_\_\_\_\_\_ |
| Subtotal | $\_\_\_\_\_\_\_\_ |