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