



Event Planner Budget

	Estimated	Actual
Total Expenses		

	Estimated	Actual
Decorations		
Table centerpieces		
Candles		
Lighting		
Balloons		
Other _____		
Total Decorations		

	Estimated	Actual
Gifts		
Guest of Honor		
Guests		
Other _____		
Total Gifts		

	Estimated	Actual
Music		
Musicians		
Band/DJ		
Other _____		
Total Music		

	Estimated	Actual
Photography		
Formals		
Candids		
Extra prints		
Photo albums		
Videography		
Other _____		
Total Photography		

	Estimated	Actual
Refreshments		
Food		
Drinks		
Linens		
Cups, Plates, Utensils		
Cake		
Favors		
Staff and gratuities		
Other _____		
Total Reception		

	Estimated	Actual
Stationery/Printing		
Invitations		
Thank-You cards		
Personal stationery		
Guest book		
Programs		
Other _____		
Total Stationery/Printing		

	Estimated	Actual
Other Expenses		
Other _____		
Other _____		
Other _____		
Other _____		
Other _____		
Total Other Expenses		