

PRINTABLE EVENT BUDGET PLANNER

Event Site/Facility

Rental Fee _____
Permit(s)/License _____
Labour _____
Subtotal \$ _____

Rentals/Decorating

Furniture _____
Tables _____
Chairs _____
Tents/Canopies _____
Staging _____
Risers _____
Stanchions/Ropes _____
Labour _____
Subtotal \$ _____

Food Services

Food _____
Beverages _____
Bartender fees _____
Catering fees _____
Equipment _____
Tables/Chairs _____
Supplies-Linens, China, _____
Glasses, Utensils _____
Labour/Staff _____
Gratuities _____
Tax _____
Health Permits _____
Personnel/VIP/Guests/ _____
Volunteers _____
Misc. Charges _____
Subtotal \$ _____

Audio-Visual

Television Monitors _____
Video Players/Recorders _____
Cameras _____
Overhead Projectors _____

Projectors/Carts _____
Screens _____
Lecterns/Podiums _____
Microphones _____
Disc Players _____
Sound System _____
Walkie-Talkies _____
Pointers/Marking Pens _____
Flip Charts _____
Blackboards _____
Computer Interfaces _____
Technical Staff _____
Labor _____
Subtotal \$ _____

Electrical

General Lighting _____
Special Lighting _____
Generator _____
Extension Cords _____
Video Production _____
Other Rentals _____
Labour _____
Subtotal \$ _____

Decorations

Event Decor _____
Stage Decor _____
Stage Backdrop _____
Centerpieces/Table Decor _____
Flowers/Plants _____
Candles _____
Balloons _____
Specialty Linen _____
Chair Covers _____
Signs _____
Props _____
Paper Supplies _____
Misc. Charges _____
Labour _____
Subtotal \$ _____

Entertainment

Music _____
Talent _____
Celebrity _____
Speaker's Fees _____
Models _____
Labor _____
Other _____
Subtotal \$ _____

Utilities/Waste Management

Water Hookup _____
Restrooms/Portopotties _____
Trash/Dumpsters/ _____
Receptacles _____
Disposal Service _____
Setup Crew _____
Cleanup Crew _____
Supplies _____
Misc. _____
Subtotal \$ _____

Promotion/Advertising

Newspapers _____
Magazines _____
Radio _____
TV _____
Show Signs _____
Street Signs _____
Directional Signs _____
Banners _____
Printed Photos _____
Promotional Items _____
Radio/TV/Video Production _____
Subtotal \$ _____

Security

Facility _____
Private _____

Subtotal \$ _____

Insurance

Gen. Liability Insurance _____

Rider _____

Specialized _____

Subtotal \$ _____

Design & Printing

Designer _____

Business Cards _____

Brochures _____

Media Kit _____

Registration Packets _____

Posters _____

Flyers _____

Invitations _____

Tickets _____

Letterhead/Envelopes _____

Specialty Items _____

Duplicating/Photocopies _____

Logo _____

Program _____

Subtotal \$ _____

Misc. Printing/Specialities

Menus _____

Maps _____

Sponsor Signs _____

Special Area _____

VIP Area _____

Name Tags/holders _____

Place Cards _____

Awards, Recognitions _____

Engraving _____

Certificates _____

Prizes _____

Frames _____

Thank You Cards _____

Other _____

Subtotal \$ _____

Transportation/Parking

Limousine/Car Rental _____
Valet Area _____
Shuttle _____
Mileage Reimbursement _____
Labour/Personnel _____
Subtotal \$ _____

On-Site Transportation

Truck/Van Rental _____
Carts/Hand Trucks _____
Special Vehicles _____
Other _____
Labour _____
Subtotal \$ _____

Travel/Accommodations

VIP Travel _____
Limousine/Car Rental _____
Hotel _____
Staff Travel _____
Limousine/Car Rental _____
Hotel _____
Subtotal \$ _____

Personnel

Event Manager _____
Show/Event Staff _____
Additional Staff _____
Overtime _____
Host/Hostesses _____
Registration _____
Consultants _____
Public Relations _____
Other _____
Subtotal \$ _____

Emergency Considerations

Medical _____
Ambulance _____
Rain Plan Cost _____

Canopies/Tents/Coverings _____

Subtotal \$ _____

Misc. Costs

Accounting _____

Legal Counsel _____

Office Supplies _____

Office Equipment _____

Phone _____

Ticket Sales Fees _____

Warehouse _____

Mileage _____

Parking _____

Extra Supplies _____

Event Photographer _____

Event Videographer _____

Coat Check

Volunteer

(Appreciation Activity/Gifts) _____

Complimentary Tickets _____

Local, state, federal taxes _____

Misc. Gratuities _____

Specialized Labour _____

Other _____

Subtotal \$ _____

Postage/Shipping/Storage

Postage _____

Bulk Mail/Permits _____

Mail House _____

Freight _____

Delivery Service _____

Drayage _____

Subtotal \$ _____

Total Expenses \$ _____

Income

Event Income \$ _____

Booth Space Sales \$ _____

Ticket Sales/Admission \$ _____

Sponsors/Underwriters \$ _____

Donations \$ _____

Merchandise \$ _____

Raffle \$ _____

Auction \$ _____

Bar \$ _____

Ad Program \$ _____

Other \$ _____

Total Income \$ _____

Event Profit or Loss \$ _____