



**ANY OCCASION
PARTY RENTAL**

Event Planning Budget Calculator

Any Occasion Party Rental
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www.anyoccasionpartyrental.com

Use the estimator worksheet to set an estimated and actual budget for your event. Not all categories will be used for all events, utilize the sections that apply to your event and goals. If you have any questions or need help with your budget give us a call. 713.662.9724

EVENT _____ **TO TALEVENTBUDGET \$** _____

	Estimated	Actual
LOCATION		
Rental Fee		
Permits/ License Labor		
Other		
Total		

	Estimated	Actual
RENTALS		
Tables		
Chairs		
Lines/ Napkins/ Chair Covers		
Glassware		
China		
Utensils		
Pipe & Drape		
Carpeting/ Flooring		
Staging (Skirting/ Stairs)		
Risers		
Dance Floor/Tents/ Canopies		
Stanchions/ Ropes		
Props		
Furniture		
Labor		
Lighting		
Delivery Charge		
Other		
Total RENTALS		

	Estimated	Actual
ENTERTAINMENT		
Music		
Talent		
Speakers Fee(s)		
Labor		
Other		
Total ENTERTAINMENT		

	Estimated	Actual
FOOD & BEVERAGE		
Food Beverages		
Bartender Fee(s)		
Equipment		
Labor		
Volunteers		
Service Charge		
Delivery Charge		
Misc. Charges		
Total FOOD & BEVERAGE		

	Estimated	Actual
PERSO NNEL/ STAFF		
Event Coordinator		
Designer		
Show/ Event Staff		
Host(s)/ Hostess(es)		
Registration		
Consultants		
Public Relations		
Additional Staff		
Overtime		
Security		
Event Photographer		
Event Videographer		
Volunteers		
Other		
Set-up/Break-down Crew		
Total PERSONNEL/ STAFF		

	Estimated	Actual
EMERGENCY CONSIDERATIONS		
Medical/ Ambulance		
Canopies/ Tents/ Coverings		
Rain Plan Cost		
Other		
Total EMERGENCY CONSIDERATIONS		

	Estimated	Actual
DÉCOR SUPPLIES		
vent		
Stage		
Stage Backdrop		
Table Décor/ Centerpieces		
Flowers/ Plants		
Candles/		
Balloons Signage		
Props		
Labor		
Delivery Charge		
Other		
Total DÉCOR		

	Estimated	Actual
AUDIO - VISUAL		
TV Monitors/ Screens		
Cameras		
Disc (Video) Recorders/ Players		
Overhead Projectors/ Carts		
Slide/ Film		
LECTEM/ Podium		
Sound System		
Microphones(Lav, Podium, etc)		
Technical Staff		
Labor		
Delivery Charge		
Other		
Total AUDIO - VISUAL		

	Estimated	Actual
MISC. PRINTING/ SPECIALITIES		
Menus		
Maps		
Signage		
Place Cards		
Certificates/ Awards/ Recognitions		
Engraving		
Prizes		
Thank You Cards		
Frames		
Other		
Total MISC. PRINTING/ SPECIALITIES	-	-

	Estimated	Actual
MISCELLANEOUS COSTS		
Phone		
Ticket Sales		
Fees		
Warehouse		
Mileage		
Parking		
Extra Supplies		
Complimentary Tickets		
Local/ State/ Federal		
Taxes Postage/ Shipping/		
Freight Drayage		
Delivery		
Charges		
Gratuity/ Tips		
Other		
Total MISCELLANEOUS COSTS	-	-

	Estimated	Actual
TRAVEL/ ACCOMMODATIONS/ TRANSPORTATION		
Car/ Limo Rental(s)		
Hotel(s)		
Staff Accommodations		
Staff Travel		
VIP Travel		
Shuttle/ Van Rental		
Valet Parking		
Other		
Total TRAVEL/ ACCM/ TRANS		

	Estimated	Actual
FACILITY COSTS		
Restroom/ Portopotties		
Utilities Charges		
Trash/ Dumpster		
s Supplies		
Other		
Total INSURANCE		

	Estimated	Actual
TOTAL EXPENSES	\$	\$