

GALA BUDGET TEMPLATE

Gala Award judges want to be shown **the cost to replicate** your event. Not all budget lines will apply to all events. (You can mark N/A—not applicable—where needed.) You are welcome to add additional detail on supplemental pages as you see fit.

ALL FIGURES MUST BE IN U.S. DOLLARS.

- \$ _____ invitation
- \$ _____ catering (includes food & beverage, staffing)
- \$ _____ décor (includes floral)
- \$ _____ permits/licenses
- \$ _____ rentals
- \$ _____ entertainment
- \$ _____ production (includes audiovisual, sound, lighting, special effects, staging, stagehands, videographers)
- \$ _____ awards/premiums/printing
- \$ _____ additional staffing
- \$ _____ transportation
- \$ _____ venue (includes room rental, staffing, security, parking)
- \$ _____ other (describe as needed)

- \$ _____ producers fee* OR
- \$ _____ percentage markup*

**Applies if you are not an in-house planner.*

\$ _____ **GRAND TOTAL**

