

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/marketing 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	\$ _____