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 deliver	y, set up, and	tear down. Be clear with delivery	dai
when ordering!			
Potential Food and Beverage Cost	t <u>s:</u>		
Food/catering	\$		
Beverages/bartender	\$		
Equipment (ex. steamer for hot dogs	s)\$		
Linens, glasses, utensils, plates, etc.	\$		
Labor/staff	\$		
Gratuities	\$		
Tax	\$		

Health permits	\$
Misc. charges	\$
Subtotal	\$
* Make sure there is enough food for t	he number of guests you expect and work closely with
your caterer or friends to minimize cos	rt.
Potential Audio-Visual/Entertainr	nent Costs:
Television monitors	\$
Recorders/cameras/film	\$
Overhead projector/cart/screen	\$
Lecterns/podiums/microphones	\$
Disc players/sound system	\$
Walkie-talkies	\$
Pointers/marking pens	\$
Flip charts/blackboards	\$
Computer interfaces	\$
Technical staff/labor	\$
Music/talent/celebrity fees	\$
Other	\$
Subtotal	\$
* Is everything compatible? Do you ne	ed 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	\$

Event/stage/table decor \$	Decorations and Supplies	
Flowers/plants Specialty linens Specialty linens Chair covers Signs/props Paper supplies Misc. charges Labor Subtotal Subtotal Subtotal Subtotal Subtotal Subtotal Subtotal Subtotal Subtroms/port-o-potties Receptacles/dumpsters/trash service Cleanup crew Supplies Misc. Subtotal	Event/stage/table decor	\$
Specialty linens Chair covers Signs/props Signs/props Paper supplies Misc. charges Labor Subtotal Subtotal Subtotal Potential Trash Removal Considerations: Water Hookup Restrooms/port-o-potties Receptacles/dumpsters/trash service Cleanup crew Supplies Misc. Subtotal Security Facility Facility Private Subtotal	Stage backdrop	\$
Chair covers Signs/props Signs/props Paper supplies Misc. charges Labor Subtotal Subtotal Subtotal Potential Trash Removal Considerations: Water Hookup Restrooms/port-o-potties Receptacles/dumpsters/trash service Cleanup crew Supplies Misc. Subtotal Security Facility Facility Private Subtotal	Flowers/plants	\$
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 \$ Supplies \$ Misc. \$ Subtotal \$ Security Facility \$ Private \$ Subtotal \$ Insurance Gen. Liability Insurance \$ Rider \$ Specialized \$ Specialized \$	Specialty linens	\$
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 Subtotal Subtotal Security Private Subtotal Subtotal Security Facility Private Subtotal	Chair covers	\$
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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\$	Labor	\$
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Disposal service \$		
Cleanup crew \$	Receptacles/dumpsters/trash service	
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Rider \$ Specialized \$	· · · · · · · · · · · · · · · · · · ·	\$
Specialized \$	·	
	Specialized	
Ψ	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	\$