

# Event Budget Worksheet

<b>Event:</b>	<b>Staff</b>	<b>Equipment Rentals</b>	<b>Accessories</b>
	Event Planner	Tables	Matches
<b>Date:</b>	Bartenders	Chairs	Ashtrays
	Wait staff	Dishes	Bathroom towels/accessories
<b>Time:</b>	Clean-up Help	Glassware	Name Tags
	Coat-check Attendants	Silverware	Place Cards
<b>Purpose:</b>	Valet Service	Serving Dishes	Party Favors
	Security Personnel	Linens	Gift Bags
<b>Number of Guests:</b>	<b>Subtotal:</b>	Vases	Thank You Cards
	<b>Food and Beverages</b>	Miscellaneous	<b>Subtotal:</b>
<b>Proposed Budget:</b>	Caterer's Menu	<b>Subtotal:</b>	<b>Miscellaneous</b>
	Wine/Liquor	<b>Entertainment</b>	Total Sales Tax
<b>Event Space:</b>	Mixers	Musicians	Service Charges
Rental fee for space	Ice	Entertainers	Tips
Insurance	<b>Subtotal:</b>	Disc Jockey	Other
Scenery, props, other decor	<b>Invitations</b>	Sound System	<b>Subtotal:</b>
Flowers	Design	Spotlights	<b>Totals</b>
Lighting	Printing	<b>Subtotal:</b>	Combined Subtotals
Tent	Addressing	<b>Publicity</b>	Contingency Allowance (approximately 5%)
<b>Subtotal:</b>	Postage	Press Releases	<b>TOTAL EXPENSE</b>
<b>Transportation (if needed)</b>	<b>Subtotal:</b>	Printing	
Chartered buses or limousines	<b>Disposable Ware</b>	Postage	
Refreshments for trip	Napkins	Press Kits	
Hostesses (if needed)	Plates	Photographer	
<b>Subtotal:</b>	Utensils		
	Cups		
	<b>Subtotal:</b>		

		<b>Subtotal:</b>	