

**PRINTABLE EVENT BUDGET PLANNER**

**Event Site/Facility**

Rental Fee \_\_\_\_\_  
Permit(s)/License \_\_\_\_\_  
Labour \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Rentals/Decorating**

Furniture \_\_\_\_\_  
Tables \_\_\_\_\_  
Chairs \_\_\_\_\_  
Tents/Canopies \_\_\_\_\_  
Staging \_\_\_\_\_  
Risers \_\_\_\_\_  
Stanchions/Ropes \_\_\_\_\_  
Labour \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Food Services**

Food \_\_\_\_\_  
Beverages \_\_\_\_\_  
Bartender fees \_\_\_\_\_  
Catering fees \_\_\_\_\_  
Equipment \_\_\_\_\_  
Tables/Chairs \_\_\_\_\_  
Supplies-Linens, China, \_\_\_\_\_  
Glasses, Utensils \_\_\_\_\_  
Labour/Staff \_\_\_\_\_  
Gratuities \_\_\_\_\_  
Tax \_\_\_\_\_  
Health Permits \_\_\_\_\_  
Personnel/VIP/Guests/ \_\_\_\_\_  
Volunteers \_\_\_\_\_  
Misc. Charges \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Audio-Visual**

Television Monitors \_\_\_\_\_  
Video Players/Recorders \_\_\_\_\_  
Cameras \_\_\_\_\_  
Overhead Projectors \_\_\_\_\_

Projectors/Carts \_\_\_\_\_  
Screens \_\_\_\_\_  
Lecterns/Podiums \_\_\_\_\_  
Microphones \_\_\_\_\_  
Disc Players \_\_\_\_\_  
Sound System \_\_\_\_\_  
Walkie-Talkies \_\_\_\_\_  
Pointers/Marking Pens \_\_\_\_\_  
Flip Charts \_\_\_\_\_  
Blackboards \_\_\_\_\_  
Computer Interfaces \_\_\_\_\_  
Technical Staff \_\_\_\_\_  
Labor \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Electrical**

General Lighting \_\_\_\_\_  
Special Lighting \_\_\_\_\_  
Generator \_\_\_\_\_  
Extension Cords \_\_\_\_\_  
Video Production \_\_\_\_\_  
Other Rentals \_\_\_\_\_  
Labour \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Decorations**

Event Decor \_\_\_\_\_  
Stage Decor \_\_\_\_\_  
Stage Backdrop \_\_\_\_\_  
Centerpieces/Table Decor \_\_\_\_\_  
Flowers/Plants \_\_\_\_\_  
Candles \_\_\_\_\_  
Balloons \_\_\_\_\_  
Specialty Linen \_\_\_\_\_  
Chair Covers \_\_\_\_\_  
Signs \_\_\_\_\_  
Props \_\_\_\_\_  
Paper Supplies \_\_\_\_\_  
Misc. Charges \_\_\_\_\_  
Labour \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Entertainment**

Music \_\_\_\_\_  
Talent \_\_\_\_\_  
Celebrity \_\_\_\_\_  
Speaker's Fees \_\_\_\_\_  
Models \_\_\_\_\_  
Labor \_\_\_\_\_  
Other \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

Utilities/Waste Management

Water Hookup \_\_\_\_\_  
Restrooms/Portopotties \_\_\_\_\_  
Trash/Dumpsters/ \_\_\_\_\_  
Receptacles \_\_\_\_\_  
Disposal Service \_\_\_\_\_  
Setup Crew \_\_\_\_\_  
Cleanup Crew \_\_\_\_\_  
Supplies \_\_\_\_\_  
Misc. \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Promotion/Advertising**

Newspapers \_\_\_\_\_  
Magazines \_\_\_\_\_  
Radio \_\_\_\_\_  
TV \_\_\_\_\_  
Show Signs \_\_\_\_\_  
Street Signs \_\_\_\_\_  
Directional Signs \_\_\_\_\_  
Banners \_\_\_\_\_  
Printed Photos \_\_\_\_\_  
Promotional Items \_\_\_\_\_  
Radio/TV/Video Production \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Security**

Facility \_\_\_\_\_  
Private \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

**Insurance**

Gen. Liability Insurance \_\_\_\_\_

Rider \_\_\_\_\_

Specialized \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

**Design & Printing**

Designer \_\_\_\_\_

Business Cards \_\_\_\_\_

Brochures \_\_\_\_\_

Media Kit \_\_\_\_\_

Registration Packets \_\_\_\_\_

Posters \_\_\_\_\_

Flyers \_\_\_\_\_

Invitations \_\_\_\_\_

Tickets \_\_\_\_\_

Letterhead/Envelopes \_\_\_\_\_

Specialty Items \_\_\_\_\_

Duplicating/Photocopies \_\_\_\_\_

Logo \_\_\_\_\_

Program \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

**Misc. Printing/Specialities**

Menus \_\_\_\_\_

Maps \_\_\_\_\_

Sponsor Signs \_\_\_\_\_

Special Area \_\_\_\_\_

VIP Area \_\_\_\_\_

Name Tags/holders \_\_\_\_\_

Place Cards \_\_\_\_\_

Awards, Recognitions \_\_\_\_\_

Engraving \_\_\_\_\_

Certificates \_\_\_\_\_

Prizes \_\_\_\_\_

Frames \_\_\_\_\_

Thank You Cards \_\_\_\_\_

Other \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

**Transportation/Parking**

Limousine/Car Rental \_\_\_\_\_  
Valet Area \_\_\_\_\_  
Shuttle \_\_\_\_\_  
Mileage Reimbursement \_\_\_\_\_  
Labour/Personnel \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**On-Site Transportation**

Truck/Van Rental \_\_\_\_\_  
Carts/Hand Trucks \_\_\_\_\_  
Special Vehicles \_\_\_\_\_  
Other \_\_\_\_\_  
Labour \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Travel/Accommodations**

VIP Travel \_\_\_\_\_  
Limousine/Car Rental \_\_\_\_\_  
Hotel \_\_\_\_\_  
Staff Travel \_\_\_\_\_  
Limousine/Car Rental \_\_\_\_\_  
Hotel \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Personnel**

Event Manager \_\_\_\_\_  
Show/Event Staff \_\_\_\_\_  
Additional Staff \_\_\_\_\_  
Overtime \_\_\_\_\_  
Host/Hostesses \_\_\_\_\_  
Registration \_\_\_\_\_  
Consultants \_\_\_\_\_  
Public Relations \_\_\_\_\_  
Other \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Emergency Considerations**

Medical \_\_\_\_\_  
Ambulance \_\_\_\_\_  
Rain Plan Cost \_\_\_\_\_

Canopies/Tents/Coverings \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Misc. Costs**

Accounting \_\_\_\_\_  
Legal Counsel \_\_\_\_\_  
Office Supplies \_\_\_\_\_  
Office Equipment \_\_\_\_\_  
Phone \_\_\_\_\_  
Ticket Sales Fees \_\_\_\_\_  
Warehouse \_\_\_\_\_  
Mileage \_\_\_\_\_  
Parking \_\_\_\_\_  
Extra Supplies \_\_\_\_\_  
Event Photographer \_\_\_\_\_  
Event Videographer \_\_\_\_\_  
Coat Check \_\_\_\_\_  
Volunteer \_\_\_\_\_  
(Appreciation Activity/Gifts) \_\_\_\_\_  
Complimentary Tickets \_\_\_\_\_  
Local, state, federal taxes \_\_\_\_\_  
Misc. Gratuities \_\_\_\_\_  
Specialized Labour \_\_\_\_\_  
Other \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Postage/Shipping/Storage**

Postage \_\_\_\_\_  
Bulk Mail/Permits \_\_\_\_\_  
Mail House \_\_\_\_\_  
Freight \_\_\_\_\_  
Delivery Service \_\_\_\_\_  
Drayage \_\_\_\_\_  
Subtotal \$ \_\_\_\_\_

**Total Expenses \$ \_\_\_\_\_**

**Income**

Event Income \$ \_\_\_\_\_  
Booth Space Sales \$ \_\_\_\_\_  
Ticket Sales/Admission \$ \_\_\_\_\_  
Sponsors/Underwriters \$ \_\_\_\_\_  
Donations \$ \_\_\_\_\_

Merchandise \$ \_\_\_\_\_

Raffle \$ \_\_\_\_\_

Auction \$ \_\_\_\_\_

Bar \$ \_\_\_\_\_

Ad Program \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Income \$ \_\_\_\_\_

Event Profit or Loss \$ \_\_\_\_\_