

Sample Event Budget

Number of quests =

	Proposed Budget	Actual Budget
Food/ Beverage		
Catering – including food and beverage		
Alcohol, if applicable		
Alcohol permits, if applicable		
Bartending service, if applicable		
Ice, if applicable		
Venue/ Equipment		
Venue hire fees		
Table and chairs hire fees		
Linens hire fees		
Glasses, plates, silverware hire fees		
Dance floor or stage, if applicable		
Fencing, if applicable		
Podium		
A/V equipment hire		
Lighting		
Power or Air-conditioning fees		
Setup fees		
Delivery fees		
Decorations/ Entertainment		
Flowers/ centrepieces		
Band		
Emcee		
Entertainment		
Other Décor		
Promotional Materials (design and printing cost)		
Posters/ flyers/ brochures		
Banner or large sign		
Invitations/ postcards		
Programs		
Tickets		
Menus/ place cards		
Other		
Totals		