

Event Budget Planner

EVENT NAME:

Date commencing:

Time commencing:

Date ending:

Time ending:

Use in conjunction with the Event Task List

BUDGET ACTUAL SUPPLIER NOTES

Venue/Facility

Site plan creation				
Rental fees for location (e.g. property, building, event room, etc.)				
Council fees (e.g. resource consent, building consent, liquor licence, food stall fee, etc)				
Venue's "preferred supplier" admin fee <i>(if you are constrained to using the venue's suppliers for catering, liquor, etc)</i>				
Road occupation/closure application and notification				
Staff (e.g. carparking attendants, ushers, venue manager, etc)				
Wireless internet access				
Fire extinguishers				
Set-up fees				
Clean-up fees				
Subtotal				

Equipment Rentals

Tables				
Chairs				
Furniture				
Pipe and drape				
Carpeting/flooring				
Staging				
Stanchions/ropes				
Lecterns				
Booths				
Heaters				
Fans				
Portable toilets				
Tents/canopies				
Whiteboards				
Easels				
Risers/podium				
Rubbish/recycling containers and disposal				
Lighting				
Subtotal				

Décor/Decorations

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	BUDGET	ACTUAL	SUPPLIER	NOTES
Stage décor				
Booth décor				
Table centrepieces				
Flowers				
Plants and other greenery				
Balloons				
Candles				
Chair covers				
Backdrops				
Props				
Subtotal				

Food and Beverage (Catering)

Suggestion: repeat relevant line items for each food-related activity (e.g. coffee break, lunch, dinner, cocktails, dessert buffet, etc)

Food				
Non-alcoholic beverages (coffee, tea, water, soft drinks)				
Liquor				
Bartender				
Bar setup and glassware				
Ice/condiments				
Linens				
China				
Glasses				
Utensils				
Wait staff and servers				
Service charges				
Liquor containers				
Liquor license				
Duty Manager (liquor) fee				
Subtotal				

Parking and transportation

Parking permits				
Limousine/car rentals				
Shuttles/buses/valet service (vehicles and drivers)				
Road or area barricades/cones				
Subtotal				

Audio/Visual

Television monitors/LCD screens				
DVD player/AV system				
Projector				
Computers/laptops				
Digital cameras				
Speaker system				
Sound mixer				
Microphones (hand-held, lapel/lavalier, headset, etc)				
Laser pointers				
Teleconferencing facilities				
Two-way radios				

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	BUDGET	ACTUAL	SUPPLIER	NOTES
Extension cords				
Multiple power sockets				
Generator				
Computer/AV/sound technicians				
Lighting				
Lighting technicians				
Subtotal				
Entertainment / Speaker				
Music (e.g. pre-recorded, band, DJ, jukebox, etc)				
Speakers				
Models				
Other talent (e.g. celebrities, magicians, etc)				
Booking fees				
Travel fees				
Accommodation fees				
Subtotal				
Design, Printing and Registration				
Logo design				
Letterhead/envelopes				
Brochures				
Media kit				
Registration collateral				
Invitations (eDM or print)				
Website/microsite				
eDMs				
App				
Tickets or ticket company costs				
Programme				
Signage				
Nametags/holders				
Credentials/plastic pockets/lanyards				
Awards (e.g. certificates, trophies, etc)				
Graphic designer				
Subtotal				
Advertising				
Digital ads				
Social ads				
Paid search advertising				
Online events calendars				
Newspapers				
Magazines				
Radio				
TV				
Social media pages				
Advertising agency fees				
Media buyer fees				
Subtotal				

Publicity and Marketing

Photographer/photo booth				
Videographer				
PR				
Press room equipment (e.g. wireless internet, computers, copiers, etc)				
Subtotal				

Staff Travel and Accommodation

Airfares				
Car rentals				
Hotel				
Meal expenses				
Subtotal				

Administration

Postage				
Shipping				
Couriers				
Office supplies				
Insurances				
Legal fees				
Accounting fees				
Bank/Paypal fees				
Welcome packs/goodie bags				
Thank you cards/gifts				
Cash float (e.g. for bar, registrations, etc)				
Subtotal				

Security

Venue				
Private				
Subtotal				

Emergency Contingency Plans

Emergency services: fire, ambulance/first aid/accident and emergency clinic, police, coastguard, power				
Lawyer fees				
Subtotal				
EXPENSES TOTAL				

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BUDGET

ACTUAL

SUPPLIER

NOTES

INCOME	BUDGET	ACTUAL		
Registration fees				\$ per person estimated attendance
Sponsorship fees				
Sale-and-return of liquor				
Other income				
INCOME TOTAL				

PROFIT / LOSS		
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