

Worksheet

Event Budget

Event Name:	
Event Date:	
Event Time:	
Number of Projected Attendees:	

Venue Expenses	Fixed Cost	Cost per Person	Notes
Venue/Space			
Equipment			
Tables and Chairs			
Table Clothes			
Canopies/tents			
Garbage Cans			
Coat Check			
Parking			
Security			
A/V Equipment			
Lighting			
Other			
Total Cost:		Total Cost Per Person:	

Catering Expenses	Fixed Cost	Cost per Person	Notes
Catering/Food			
Bar Service (Bartender?)			
Beer and Wine			
Liquor License			
Set-up/Breakdown			
Total Cost:		Total Cost Per Person:	

Entertainment Expenses	Fixed Cost	Cost per Person	Notes
Music			
Entertainment			
Flowers/Plants			
Balloons/Decorations			
Swag/Souvenirs			
Total Cost:		Total Cost Per Person:	

Promotional Expenses	Fixed Cost	Cost per Person	Notes
Printed Invitation			
Mailing			
Advertising			
Total Cost:		Total Cost Per Person:	

Revenues	Fixed Cost	Cost per Person	Notes
Money from Sponsors			
Admission Charge?			
Donations?			
Total Revenues:		Total Revenue Per Person:	

Net Event Cost: