

EVENT BUDGET WORKSHEET

EVENT NAME

EVENT DATE

EVENT TIME

Based on _____ attendees

	Fixed Cost	Variable Cost (per person)
Venue		
Equipment		
Tables and chairs		
Tablecloths		
Canopies/tents		
Garbage cans		
Coat check		
Parking		
Security		
A/V Equipment		
Other		
Food (include tax and tip)		
Hors d'oeuvres		
Meals		
Bar		
Bartender charge		
Hosted bar		
Wine (tax and tip)		
Bottles/carafes		
By the glass		
Music		
Entertainment		
Flowers		
Balloons/decorations		
Favors/souvenirs		
Miscellaneous		
Include promotional costs if appropriate		
Totals:		

of attendees planned x per person costs \$ =

Fixed costs/# attendees =

EVENT PLANNER

Name

Home phone

Work phone

Anticipated attendance

Maximum attendance

EVENT LOCATION

1. Address of event

2. Is a contract required to use this location?

YES

NO

If yes, do you want to have contract reviewed by a local professional?

YES

NO

3. Does the location need a special set up?

YES

NO

If yes, who will do the set up?

Describe the set up

4. Is any special equipment needed?

YES

NO

If yes, please select what equipment

Podium

Table

Microphone

Slide projector

LCD projector

Screen

TV/VCR

Water for speaker

Other:

Arrangement for obtaining the equipment

5. Is the location handicapped accessible?

YES

NO

Please be sure to check the entrance to the building and room, and the locations of special telephone and rest room facilities.

GUEST SPEAKER(S)

1. Name(s) of guest speaker(s)

2. Is a contract required for the services of the guest speaker?

YES

NO

If yes, do you want to have the contract reviewed by a local professional?

YES

NO

3. Does the speaker have any special needs? YES NO

If yes, how will those needs be fulfilled?

4. Who will meet, greet and escort the speaker?

5. Who will thank speaker and present gift?

FOOD AND DRINKS

1. Will food and/or drinks be provided at the event? YES NO

2. If yes, what kind and how much (refreshments vs. meals)

3. Who is the caterer?

4. Caterer's address

5. Caterer's phone number

6. Is a catering contract required? YES NO

7. If yes, should the contract be reviewed by a local professional? YES NO

INSURANCE

1. Is insurance coverage required for this event? YES NO

2. If insurance is required, you should have the contract reviewed by a local professional to determine if additional coverage is desirable.

HOSPITALITY

1. How many greeters are needed?

2. Special instructions for greeters

3. Items needed for the event

Attendance list (pre-registrations)

Attendance sign-in sheet

Banner

Masking tape

Nametags

Pens

Other:

4. Special notes for hospitality committee

EVENT FINANCE REPORT

Please send to the Treasurer all of the checks, expense invoices/receipts, and this finance report form. Do not enclose cash. Keep the cash and write a personal check for that amount payable to the MIT Club of _____ . Do not offset your out of pocket expenses with cash receipts – we need an accurate accounting/audit trail of income and expenses. If you need assistance, please contact the Treasurer.

Treasurer name

Address

Telephone number

Fax number

Email address

Event organizer

Name of event

Date of event

Number of attendees

Total income

Number of checks enclosed

Itemized expenses: clearly indicate which of the invoices have already been paid and which should be paid directly. Make sure you provide the amount and the mailing address for each reimbursement.

Expense type	Expense amount	Paid	Unpaid

Total event expenses:

Event reserves (income-expenses):

Signature

Date

