

Event Budget Planner Template

Projected Total	
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Category	Projected Subtotal
Venue Subtotal	
Location Rental	
Equipment Rental	
Additional Tables / Chairs	
AV Equipment	
AV Staff	
Venue-Specific Staff	
Venue-Specific Catering	
Wi-Fi	
Venue Tech Support	
Security	
Décor Subtotal	
Linens	
Lighting	
Additional Signage	
Additional Furniture	
Additional Decorative Items	

Food / Beverage	Subtotal	
Food		
Beverage		
Catering Staff		
Bar		
Additional Bar Staff		
Additional Coffee Cart		
Take-Away Food / Beverage		
Event Programming	Subtotal	
Speakers		
Performers		
Video Production		
Presentation Graphics		
Interpreters		
Additional Entertainment	Subtotal	
Music / DJ		
Gaming Rentals		
Additional Rentals		

Event Documentation	Subtotal	
Photographer		
Videographer		
Travel	Subtotal	
Flight / Driving		
Lodging		
Per Diem		
Attendee / Guest Services	Subtotal	
Transportation		
Accommodation		
Storage		
Charging Stations		
Swag		
Giveaways		
Registration	Subtotal	
Software		
ID Production		
Signage		

Communications	Subtotal	
Mobile App		
Printing / Fabrication		
Additional Signage		
Packets		
Flyers		
Maps		
Schedules		
Event Materials		
Public Relations	Subtotal	
Announcements		
Graphics		
Press Releases		
Marketing	Subtotal	
Email Marketing		
Surveys		
Video Production		
Photography		
Design		
Printing		
Postage / Shipping		

Social Media	Subtotal	
Twitter		
Facebook		
Pinterest		
Instagram		
Google+		
LinkedIn		
Snapchat		
Advertising	Subtotal	
Online		
Print		
Outdoor		
Radio		
Television		
Postage / Shipping		
Sponsors	Subtotal	
Acquisition		
Communication		
Complimentary Passes / Tickets		
Thank You Gifts		

Logistics	Subtotal	
Insurance		
Contracts		
Permits		
Other	Subtotal	



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