

EVENT BUDGET WORKBOOK



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	
Wifi	
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		
Accomodation		
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		

