

BUDGET PLANNER

Event Site/Facility

Rental Fee _____
 Permit(s)/License _____
 Labor _____
 Subtotal \$ _____

Rentals

Heat/Air _____
 Furniture _____
 Tables _____
 Registration Tables _____
 Chairs _____
 Pipe & Drape _____
 Carpeting/Flooring _____
 Props _____
 Tents/Canopies _____
 Staging (skirting, stairs) _____

 Risers _____
 Stanchions/Ropes _____
 Labor _____
 Subtotal \$ _____

Food Services

Food _____
 Beverages _____
 Bartender fees _____
 Catering fees _____
 Equipment _____
 Tables/Chairs _____
 Supplies-Linens, China, _____

 Glasses, Utensils _____
 Labor/Staff _____
 Gratuities _____
 Tax _____
 Health Permits _____
 Personnel/VIP/Guests/ _____
 Volunteers _____
 Misc. Charges _____
 Subtotal \$ _____

Audio-Visual

Television Monitors _____
 Video Players/Recorders _____

 Cameras _____

Entertainment

Music _____
 Talent _____
 Celebrity _____
 Speakers Fees _____
 Models _____
 Labor _____
 Other _____
 Subtotal \$ _____

Utilities/Waste Management _____
 Water Hookup _____
 Restrooms/Portopotties _____
 Trash/Dumpsters/ _____
 Receptacles _____
 Disposal Service _____
 Setup Crew _____
 Cleanup Crew _____
 Supplies _____
 Misc. _____
 Subtotal \$ _____

Promotion/Advertising

Newspapers _____
 Magazines _____
 Radio _____
 TV _____
 Show Signs _____
 Street Signs _____
 Directional Signs _____
 Banners _____
 Printed Photos _____
 Promotional Items _____
 Radio/TV/Video Production _____
 Subtotal \$ _____

Security

Facility _____
 Private _____
 Subtotal \$ _____

Insurance

Gen. Liability Insurance _____
 Rider _____
 Specialized _____
 Subtotal \$ _____

Design & Printing

On-Site Transportation

Truck/Van Rental _____
 Carts/Hand Trucks _____
 Special Vehicles _____
 Other _____
 Labor _____
 Subtotal \$ _____

Travel/Accommodations

VIP Travel _____
 Limousine/Car Rental _____
 Hotel _____
 Staff Travel _____
 Limousine/Car Rental _____
 Hotel _____
 Subtotal \$ _____

Personnel

Event Manager _____
 Show/Event Staff _____
 Additional Staff _____
 Overtime _____
 Host/Hostesses _____
 Registration _____
 Consultants _____
 Public Relations _____
 Other _____
 Subtotal \$ _____

Emergency Considerations

Medical _____
 Ambulance _____
 Rain Plan Cost _____
 Canopies/Tents/Coverings _____
 Subtotal \$ _____

Misc. Costs

Accounting _____
 Legal Counsel _____
 Office Supplies _____
 Office Equipment _____
 Phone _____
 Ticket Sales Fees _____
 Warehouse _____
 Mileage _____
 Parking _____
 Extra Supplies _____
 Event Photographer _____

Overhead Projectors _____
Projectors/Carts _____
Slide & Film _____
Screens _____
Lecterns/Podiums _____
Microphones _____
Reel-to-reel Tape Recorders

Disc Players _____
Sound System _____
Walkie-Talkies _____
Pointers/Marking Pens

Flip Charts _____
Blackboards _____
Computer Interfaces _____
Technical Staff _____
Labor _____
Subtotal \$ _____

Electrical

General Lighting _____
Special Lighting _____
Generator _____
Extension Cords _____
Video Production _____
Other Rentals _____
Labor _____
Subtotal \$ _____

Decorations

Event Decor _____
Stage Decor _____
Stage Backdrop _____
Centerpieces/Table Decor _____
Flowers/Plants _____
Candles _____
Balloons _____
Speciality Linen _____
Chair Covers _____
Signs _____
Props _____
Paper Supplies _____
Misc. Charges _____
Labor _____
Subtotal \$ _____

Designer _____
Business Cards _____
Brochures _____
Media Kit _____
Registration Packets _____
Posters _____
Flyers _____
Invitations _____
Tickets _____
Letterhead/Envelopes _____
Specialty Items _____
Duplicating/Photocopies _____
Logo _____
Program _____
Subtotal \$ _____

Misc. Printing/Specialities

Menus _____
Maps _____
Sponsor Signs _____
Special Area _____
VIP Area _____
Name Tags/Holders _____
Place Cards _____
Awards, Recognitions _____
Engraving _____
Certificates _____
Prizes _____
Frames _____
Thank You Cards _____
Other _____
Subtotal \$ _____

Transportation/Parking

Limousine/Car Rental _____
Valet Area _____
Shuttle _____
Mileage Reimbursement _____
Labor/Personnel _____
Subtotal \$ _____

Event Videographer _____
Coat Check _____
Volunteer _____
(Appreciation Activity/Gifts) _____
Complimentary Tickets _____
Local, state, federal taxes _____
Misc. Gratuities _____
Specialized Labor _____
Other _____
Subtotal \$ _____

Postage/Shipping/Storage

Postage _____
Bulk Mail/Permits _____
Mail House _____
Freight _____
Delivery Service _____
Drayage _____
Subtotal \$ _____

Total Expenses \$ _____

Income

Event Income \$ _____
Booth Space Sales \$ _____
Ticket Sales/Admission \$ _____
Sponsors/Underwriters \$ _____
Donations \$ _____
Merchandise \$ _____
Raffle \$ _____
Auction \$ _____
Bar \$ _____
Ad Program \$ _____
Other \$ _____
Total Income \$ _____
Event Profit or Loss \$ _____