

EVENT PLANNING BUDGET WORKSHEET

Items	How Much	Who Pays	Deposit	Full Payment	Confirmation
Site Costs					
Meeting/Event Room Rental					
Service Staffing Charges					
Set-up Staffing Charges					
Teardown Staffing Charges					
Parking Charges					
Security Charges					
Subtotal		Subtotal			

Catering and Meal Service					
Breakfast Meals					
Lunch Meals					
Dinner Meals					
Appetizer Charges					
Meal Accompaniments					
N/A Beverages					
Alcoholic Beverages					
Service Charges					
Delivery					
Gratuity					
Subtotal		Subtotal			

Rentals and Decoration Services					
Tables and Chairs					
Staging and Flooring					
Tenting + Installation					
China, Glassware, Flatware					
Food Service Equipment					
Decorations and Prop Rentals					
Inflatable, Games, Rides, Attractions					
Logistic Services - CAD					
Additional Service Charges					
Repair and Maintenance					
Damage Waiver					
Delivery					
Installation					
Teardown/Pick-up					
Subtotal		Subtotal			

Entertainment Costs					
Guest Speakers/Entertainment					
Speaker/Entertainment Lodging					
Speaker/Entertainment Airfare					
Speaker Meal Costs					
Rider Additional Expenses					
Speaker/Entertainment Transportation					
Disc Jockey or Music Services					
Subtotal		Subtotal			

