

# 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		
<b>Food (include tax and tip)</b>		
Hors d'oeuvres		
Meals		
<b>Bar</b>		
Bartender charge		
Hosted bar		
<b>Wine (tax and tip)</b>		
Bottles/carafes		
By the glass		
Music		
Entertainment		
Flowers		
Balloons/decorations		
Favors/souvenirs		
Miscellaneous		
Include promotional costs if appropriate		
<b>Totals:</b>	\$ 0.00	\$ 0.00

# of attendees planned  x per person costs \$  = \$ 0.00

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