Event Budget Template

**Event Name:** [Insert Event Name]

**Event Date:** [Insert Event Date]

**Event Location:** [Insert Event Location]

**Budget Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Estimated Cost** | **Actual Cost** | **Variance** |
| **Venue Rental** | $[Amount] | $[Amount] | $[Amount] |
| **Catering** | $[Amount] | $[Amount] | $[Amount] |
| **Entertainment** | $[Amount] | $[Amount] | $[Amount] |
| **Decorations** | $[Amount] | $[Amount] | $[Amount] |
| **Marketing & Promotion** | $[Amount] | $[Amount] | $[Amount] |
| **Staffing** | $[Amount] | $[Amount] | $[Amount] |
| **Rentals** (e.g., chairs, tables) | $[Amount] | $[Amount] | $[Amount] |
| **Miscellaneous** | $[Amount] | $[Amount] | $[Amount] |
| **Total Estimated Cost** |  |  |  |
| **Total Actual Cost** |  |  |  |
| **Total Variance** |  |  | $0.00 |

**Expense Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item/Service** | **Description** | **Quantity** | **Unit Cost** | **Estimated Cost** | **Actual Cost** | **Notes** |
|  |  |  |  |  |  |  |
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