

Event Budget Form Template Word

Event Title: _____

Organizer Name: _____

Event Date: _____

Event Venue: _____

Event Budget Details

Category	Projected Budget	Actual Spending	Balance Remaining
Venue & Logistics	\$ _____	\$ _____	\$ _____
Catering & Beverages	\$ _____	\$ _____	\$ _____
Event Promotion	\$ _____	\$ _____	\$ _____
Guest Speaker Fees	\$ _____	\$ _____	\$ _____
Decorations & Supplies	\$ _____	\$ _____	\$ _____
Contingency Fund	\$ _____	\$ _____	\$ _____

Notes & Final Approval

Additional Comments: _____

Event Budget Approved By: _____

Date: _____