

Event Budget Planning Form

Event Name: _____

Event Date: _____

Venue: _____

Estimated Attendees: _____

Actual Attendees: _____

Budget Summary

| Expense Category | Estimated Cost | Actual Cost | Notes |
|-------------------------|----------------|-------------|-------|
| Venue Rental | \$ _____ | \$ _____ | |
| Catering & Refreshments | \$ _____ | \$ _____ | |
| Marketing & Advertising | \$ _____ | \$ _____ | |
| Audio/Visual Equipment | \$ _____ | \$ _____ | |
| Entertainment | \$ _____ | \$ _____ | |
| Transportation | \$ _____ | \$ _____ | |
| Miscellaneous | \$ _____ | \$ _____ | |

Budget Approval

Event Coordinator: _____ Date: _____

Finance Department: _____ Date: _____