



Budget

Event:	Estimated # of Guests:
Date:	Account:

Budget Amount:

Expenses	Estimate Cost	Actual Cost			
Venue Rental					
Printed Materials:					
Invitations:					
Design					
Printing					
Programs:					
Design					
Printing					
Name tags					
Mailing					
Catering:					
Beverage (Price p.p.)					
Food (Price p.p.)					
Servers, tax, & gratuities					
Linens & Napkins					
Tables & Chairs					
Décor					
Rentals:					
Backdrop					
Stanchions					
Easles					
Staff					
Photographer					
Parking					
Audio Visual:					
Videographer					
Sound					
Technical Equipment					
Gifts					
Entertainment					
Other					
Sub Total	\$0.00	\$0.00			