

EVENT BUDGET WORKBOOK

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| PROJECTED TOTAL | |
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| CATEGORY | PROJECTED SUBTOTAL |
|-----------------------------|--------------------|
| Venue | SUBTOTAL |
| Location Rental | |
| Equipment Rental | |
| Additional Tables / Chairs | |
| AV Equipment | |
| AV Staff | |
| Venue Specific Staff | |
| Venue Specific Catering | |
| Wifi | |
| Venue Tech Support | |
| Security | |
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| Décor | SUBTOTAL |
| Linens | |
| Lighting | |
| Additional Signage | |
| Additional Furniture | |
| Additional Decorative Items | |
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| Food / Beverage | SUBTOTAL | |
| Food | | |
| Beverage | | |
| Catering Staff | | |
| Bar | | |
| Additional Bar Staff | | |
| Additional Coffee Cart | | |
| Take-Away Food / Beverage | | |
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| Event Programming | SUBTOTAL | |
| Speakers | | |
| Performers | | |
| Video Production | | |
| Presentation Graphics | | |
| Interpreters | | |
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| Additional Entertainment | SUBTOTAL | |
| Music / DJ | | |
| Gaming Rentals | | |
| Additional Rentals | | |
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| Event Documentation | SUBTOTAL | |
| Photographer | | |
| Videographer | | |
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| Travel | SUBTOTAL | |
| Flight / Driving | | |
| Lodging | | |
| Per Diem | | |
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| Attendee / Guest Services | SUBTOTAL | |
| Transportation | | |
| Accomodation | | |
| Storage | | |
| Charging Stations | | |
| Swag | | |
| Giveaways | | |
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| Registration | SUBTOTAL | |
| Software | | |
| ID Production | | |
| Signage | | |
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| Communications | SUBTOTAL | |
| Mobile App | | |
| Printing / Fabrication | | |
| Additional Signage | | |
| Packets | | |
| Flyers | | |
| Maps | | |
| Schedules | | |
| Event Materials | | |
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| Public Relations | SUBTOTAL | |
| Announcements | | |
| Graphics | | |
| Press Releases | | |
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| Marketing | SUBTOTAL | |
| Email Marketing | | |
| Surveys | | |
| Video Production | | |
| Photography | | |
| Design | | |
| Printing | | |
| Postage / Shipping | | |
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| Social Media | SUBTOTAL | |
| Twitter | | |
| Facebook | | |
| Pinterest | | |
| Instagram | | |
| Google+ | | |
| LinkedIn | | |
| Snapchat | | |
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| Advertising | SUBTOTAL | |
| Online | | |
| Print | | |
| Outdoor | | |
| Radio | | |
| Television | | |
| Postage / Shipping | | |
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| Sponsors | SUBTOTAL | |
| Acquisition | | |
| Communication | | |
| Complimentary Passes / Tickets | | |
| Thank You Gifts | | |
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