

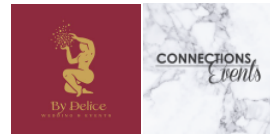
# EVENT BUDGET WORKBOOK



<b>PROJECTED TOTAL</b>	\$ -
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CATEGORY		PROJECTED SUBTOTAL
<b>Venue</b>	<b>SUBTOTAL</b>	\$ -
Location Rental		
Equipment Rental		
Additional Tables / Chairs		
AV Equipment / Projection & 3D Mapping		
AV Staff		
Venue-Specific Staff		
Venue-Specific Catering		
Wi-Fi		
Venue Tech Support		
Security		
<b>Décor</b>	<b>SUBTOTAL</b>	\$ -
Linens		
Lighting		
Additional Signage		
Additional Furniture		
Additional Decorative Items		
Centerpieces		
Ceiling Accents		
<b>Food / Beverage</b>	<b>SUBTOTAL</b>	\$ -
Food		

# EVENT BUDGET WORKBOOK



Beverage		
Catering Staff		
Bar (floor)		
Additional Bar Staff		
Additional Coffee Cart		
Take-Away Food / Beverage		
Absinth Equipment Rentals		
<b>Event Programming</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Speakers		
Performers		
Video Production		
Presentation Graphics		
Interpreters		
Artists		
Auctioneers		
<b>Entertainment</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Music / DJ		
Gaming Rentals		
Additional Rentals		
Stage / Runway		
Rigging		
<b>Event Documentation</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Photographer		
Videographer		

# EVENT BUDGET WORKBOOK



<b>Travel</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Flight / Driving		
Lodging		
Per Diem		
<b>Attendee / Guest Services</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Transportation		
Accommodation		
Storage		
Charging Stations		
Swag		
Giveaways		
<b>Registration</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Software		
ID Production		
Signage		
<b>Communications</b>	<b>SUBTOTAL</b>	<b>\$ -</b>

# EVENT BUDGET WORKBOOK



Mobile App		
Printing / Fabrication		
Additional Signage		
Packets		
Flyers		
Maps		
Schedules		
Event Materials		
<b>Public Relations</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Announcements		
Graphics		
Press Releases		
<b>Marketing</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Email Marketing		
Surveys		
Video Production		
Photography		
Design		
Printing		
Postage / Shipping		

# EVENT BUDGET WORKBOOK



<b>Social Media</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Twitter		
Facebook		
Pinterest		
Instagram		
Google+		
LinkedIn		
Snapchat		
<b>Advertising</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Online		
Print		
Outdoor		
Radio		
Television		
Postage / Shipping		
<b>Sponsors</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Acquisition		
Communication		
Complimentary Passes / Tickets		
Thank You Gifts		

# EVENT BUDGET WORKBOOK



<b>Logistics</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Insurance		
Contracts		
Permits		
<b>Other</b>	<b>SUBTOTAL</b>	<b>\$ -</b>
Event Management Fee (venue, vendors, on-site, budget)		