

## Budget Worksheet

# of guests \_\_\_\_\_ Cost per person \$ \_\_\_\_\_ Total budget \$ \_\_\_\_\_

### Administration

\$ \_\_\_\_\_ Bank charges and fees  
 \$ \_\_\_\_\_ Postage and shipping  
 \$ \_\_\_\_\_ Staff costs and wages  
 \$ \_\_\_\_\_ Telephone  
 \$ \_\_\_\_\_ Travel and accommodation  
 \$ \_\_\_\_\_ \_\_\_\_\_  
 \$ \_\_\_\_\_ *Line Total*

### Marketing

\$ \_\_\_\_\_ Flyers/brochures/posters  
 \$ \_\_\_\_\_ Graphic design  
 \$ \_\_\_\_\_ Online advertising  
 \$ \_\_\_\_\_ TV/media ads  
 \$ \_\_\_\_\_ Printed invitations or tickets  
 \$ \_\_\_\_\_ Website/apps/social media  
 \$ \_\_\_\_\_ \_\_\_\_\_  
 \$ \_\_\_\_\_ *Line Total*

### Event Expenses - Entertainment

\$ \_\_\_\_\_ Activities (golf, spa, etc.)  
 \$ \_\_\_\_\_ Cocktail entertainment  
 \$ \_\_\_\_\_ Speakers  
 \$ \_\_\_\_\_ Gifts  
 \$ \_\_\_\_\_ After-dinner entertainment  
 \$ \_\_\_\_\_ DJ/Live Band  
 \$ \_\_\_\_\_ \_\_\_\_\_  
 \$ \_\_\_\_\_ *Line Total*

### Event Expenses – Operational / Services

\$ \_\_\_\_\_ Accommodation  
 \$ \_\_\_\_\_ Air fare/car rental  
 \$ \_\_\_\_\_ AV support (rental and labour)  
 \$ \_\_\_\_\_ Awards  
 \$ \_\_\_\_\_ Banners and signage  
 \$ \_\_\_\_\_ Catering  
 \$ \_\_\_\_\_ Decorations  
 \$ \_\_\_\_\_ Door prizes  
 \$ \_\_\_\_\_ Event programs  
 \$ \_\_\_\_\_ Furniture rental  
 \$ \_\_\_\_\_ Insurance  
 \$ \_\_\_\_\_ Internet access  
 \$ \_\_\_\_\_ Licences (liquor, SOCAN, etc.)  
 \$ \_\_\_\_\_ *Line Total*  
 \$ \_\_\_\_\_ Photographer/videographer  
 \$ \_\_\_\_\_ Printed items (banners, tickets)  
 \$ \_\_\_\_\_ Security  
 \$ \_\_\_\_\_ Shipping  
 \$ \_\_\_\_\_ Stage rental  
 \$ \_\_\_\_\_ Transportation (shuttle bus)  
 \$ \_\_\_\_\_ Venue rental  
 \$ \_\_\_\_\_ Venue setup fees/labour  
 \$ \_\_\_\_\_ \_\_\_\_\_  
 \$ \_\_\_\_\_ \_\_\_\_\_  
 \$ \_\_\_\_\_ *Line Total*