



Big City Special Gatherings Budget Calculator



Instructions:

1. Use the Estimator worksheet to set the estimated budget for each category, listed below the word "Estimated"
2. Record estimated amounts for each item in each category, trying to stay below the Estimated budget
3. When you make a purchase, add the amount to the Actual column
4. Try to make the Total for each category be equal to or less than the Estimated (budgeted) amount

TOTAL EVENT BUDGET: \$ _____

	Estimated	Actual
LOCATION		
Rental Fee		
Permits/ License		
Labor		
Other		
Total LOCATION	-	-

	Estimated	Actual
RENTALS		
Tables		
Chairs		
Linens/ Napkins/ Chair Covers		
Glassware		
China		
Utensils		
Pipe & Drape		
Carpeting/ Flooring		
Staging (Skirting/ Stairs)		
Risers		
Dance Floor		
Tents/ Canopies		
Stanchions/ Ropes		
Props		
Furniture		
Labor		
Lighting		
Delivery Charge		
Other		
Total RENTALS	-	-

	Estimated	Actual
ENTERTAINMENT		
Music		
Talent		
Speaker's Fee(s)		
Labor		
Other		
Total ENTERTAINMENT	-	-

	Estimated	Actual
FOOD & BEVERAGE		
Food		
Beverages		
Bartender Fee(s)		
Equipment		
Labor		
Volunteers		
Service Charge		
Delivery Charge		
Misc. Charges		
Total FOOD & BEVERAGE	-	-

	Estimated	Actual
PERSONNEL/ STAFF		
Event Coordinator		
Designer		
Show/ Event Staff		
Host(s)/ Hostess(es)		
Registration		
Consultants		
Public Relations		
Additional Staff		
Overtime		
Security		
Event Photographer		
Event Videographer		
Volunteers		
Other		
Set-up/Break-down Crew		
Total PERSONNEL/ STAFF	-	-

	Estimated	Actual
EMERGENCY CONSIDERATIONS		
Medical/ Ambulance		
Canopies/ Tents/ Coverings		
Rain Plan Cost		
Other		
Total EMERGENCY CONSIDERATIONS	-	-



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	Estimated	Actual
DÉCOR SUPPLIES		
Event		
Stage		
Stage Backdrop		
Table Décor/Centerpieces		
Flowers/ Plants		
Candles/ Balloons		
Signage		
Props		
Labor		
Delivery Charge		
Other		
Total DÉCOR SUPPLIES	-	-

	Estimated	Actual
AUDIO-VISUAL		
TV Monitors/ Screens		
Cameras		
Disc (Video) Recorders/ Players		
Overhead Projectors/ Carts		
Slide/ Film		
Lectern/ Podium		
Sound System		
Microphones(Lav, Podium, etc)		
Technical Staff		
Labor		
Delivery Charge		
Other		
Total AUDIO-VISUAL	-	-

	Estimated	Actual
MISC. PRINTING/ SPECIALITIES		
Menus		
Maps		
Signage		
Place Cards		
Certificates/Awards/Recognitions		
Engraving		
Prizes		
Thank You Cards		
Frames		
Other		
Total MISC. PRINTING/SPECIALITIES	-	-

	Estimated	Actual
MISCELLANEOUS COSTS		
Phone		
Ticket Sales Fees		
Warehouse		
Mileage		
Parking		
Extra Supplies		
Complimentary Tickets		
Local/ State/ Federal Taxes		
Postage/ Shipping/ Freight		
Drayage		
Delivery Charges		
Gratuity/Tips		
Other		
Total MISCELLANEOUS COSTS	-	-

	Estimated	Actual
TRAVEL/ACCOMMODATIONS/ TRANSPORTATION		
Car/ Limo Rental(s)		
Hotel(s)		
Staff Accommodations		
Staff Travel		
VIP Travel		
Shuttle/ Van Rental		
Valet Parking		
Other		
Total TRAVEL/ ACCM/ TRANS	-	-

	Estimated	Actual
INSURANCE		
General Liability Insurance		
Cancellation Insurance		
Rider		
Specialized		
Other		
Total INSURANCE	-	-

