

Formal Event Cost Estimate

Template Document

Event Name: _____

Date: _____

Organizer: _____

Location: _____

Estimated Costs

Item/Service	Description	Quantity	Unit Cost	Total Cost
Venue Rental	_____	_____	_____	_____
Catering	_____	_____	_____	_____
Audio/Visual	_____	_____	_____	_____
Transportation	_____	_____	_____	_____
Decorations	_____	_____	_____	_____
Entertainment	_____	_____	_____	_____
Other	_____	_____	_____	_____
Estimated Total:				_____

Notes / Remarks