

# Basic Event Budget Outline

## Party Planners Sample

### Event Details

Event Name	<input type="text" value="Enter event name"/>
Date	<input type="text" value="MM/DD/YYYY"/>
Location	<input type="text" value="Venue"/>
Estimated Guests	<input type="text"/>

### Budget Categories

Item/Category	Estimated Cost	Actual Cost	Notes
Venue Rental	<input type="text"/>	<input type="text"/>	<input type="text"/>
Catering/Food & Beverage	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entertainment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Decorations	<input type="text"/>	<input type="text"/>	<input type="text"/>
Invitations & Stationery	<input type="text"/>	<input type="text"/>	<input type="text"/>
Photography/Videography	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transportation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Favors & Gifts	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other/Miscellaneous	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>			

### Notes & Reminders

Add important notes or reminders here...
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