

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"/> |
| Total | | | |

Notes & Reminders

Add important notes or reminders here...