

Detailed Event Cost Planner

Event Name

e.g. Birthday Bash

Date

Location

e.g. Community Hall

Expected Guests

Cost Breakdown

Item/Service	Estimated Cost	Actual Cost	Notes
Venue Rental			
Catering			
Beverages			
Decorations			
Entertainment			
Photography/Videography			
Invitations			
Transportation			
Miscellaneous			
Total			

Additional Notes / Reminders

Write any important notes here...