

Party Expense Projection Template

Event Details

Event Name

e.g. Birthday Bash

Event Date

Location

e.g. Main Hall, Community Center

Notes

Additional information

Expense Projection

Expense Category	Description	Estimated Cost (\$)
Venue		
Food & Drinks		
Decorations		
Entertainment		
Gifts/Prizes		
Other		
Total Estimated Cost		

Attendees Overview

Estimated Number of Guests