

# Party Planning Financial Worksheet

## Party Details

Event Name:

Date:

Location:

Estimated Guests:

## Estimated Expenses

Item / Category	Estimated Cost	Actual Cost	Notes
Venue			
Food & Beverages			
Decorations			
Entertainment			
Invitations			
Gifts / Favors			
Miscellaneous			
Total			

## Notes / Comments

Add additional notes or comments here...