

End-of-Year Festivities Budget Template

Event Name

Date

Organizer

Budget Breakdown

| Category | Estimated Cost | Actual Cost |
|------------------|----------------|-------------|
| Venue | | |
| Food & Beverages | | |
| Decorations | | |
| Entertainment | | |
| Gifts/Prizes | | |
| Transportation | | |
| Other (specify) | | |
| Total | | |

Notes