

Holiday Party Planning Budget Template

Event Details

| | |
|------------------|---------------|
| Event Name | Holiday Party |
| Date | MM/DD/YYYY |
| Location | Venue |
| Number of Guests | |

Budget Breakdown

| Category | Estimated Cost | Actual Cost | Notes |
|-----------------|----------------|-------------|-------|
| Venue/Location | | | |
| Food & Catering | | | |
| Beverages | | | |
| Decorations | | | |
| Entertainment | | | |
| Gifts/Prizes | | | |
| Other | | | |

Budget Summary

Total Estimated Cost

Total Actual Cost

Difference