

Detailed Event Budget Planning Document

Event Overview

Event Name

Enter event name

Date

MM/DD/YYYY

Location

Venue / Address

Event Manager

Name

Event Description

Brief description of event...

Budget Summary

Budget Item	Estimated Cost	Actual Cost	Notes
Venue			
Catering			
Equipment Rental			
Staff / Volunteers			
Decorations			
Marketing / Promotion			
Printing & Materials			
Transportation			
Other (specify)			
Total			

Revenue / Funding Sources

Source	Estimated Amount	Confirmed?	Notes
Ticket Sales			
Sponsorships			
Donations			

Other (specify)			
Total			

Notes / Assumptions

Add any relevant notes, cost assumptions, or rationale for budgeting...