

Event Cost Management Sheet

Event Details

Event Name	<div>Enter event name</div>	Date	<div>MM/DD/YYYY</div>
Location	<div>Enter location</div>	Organizer	<div>Enter organizer</div>

Budget Breakdown

Category	Estimated Cost	Actual Cost	Notes
Venue			Notes
Catering			Notes
Decorations			Notes
Entertainment			Notes
Marketing			Notes
Other			Notes
Total			

Summary & Notes

Budget Status	<div>(Under/Over/On Budget)</div>
Remarks	<div>Additional notes or summary</div>