

Event Cost Management Sheet

Event Details

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

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	(Under/Over/On Budget)
Remarks	Additional notes or summary