

# Simple Event Project Budget Worksheet

## Event Information

Event Name	<input type="text" value="Enter event name"/>
Date	<input type="text" value="MM/DD/YYYY"/>
Location	<input type="text" value="Enter location"/>
Coordinator	<input type="text" value="Enter name"/>

## Budget Details

Category	Description	Estimated Cost	Actual Cost
Venue	<input type="text" value="Venue rental, etc."/>	<input type="text"/>	<input type="text"/>
Catering	<input type="text" value="Food, beverage"/>	<input type="text"/>	<input type="text"/>
Entertainment	<input type="text" value="Music, speakers, etc."/>	<input type="text"/>	<input type="text"/>
Marketing	<input type="text" value="Advertising, flyers"/>	<input type="text"/>	<input type="text"/>
Supplies	<input type="text" value="Decor, materials"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text" value="Other expenses"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>

## Notes

<input type="text" value="Add any notes or comments"/>
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