

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

Notes

Add any notes or comments
