

Festival Expense Tracking Template

Event Name

Enter event name

Event Date

Location

Event location

Notes

Additional details

Budget Overview

CATEGORY	BUDGETED AMOUNT	ACTUAL EXPENSE	VARIANCE	NOTES
Venue				
Decorations				
Entertainment				
Staff				
Food & Beverage				
Marketing				
Equipment Rental				
Miscellaneous				
TOTAL				

Expense Details

DATE	ITEM/SERVICE	CATEGORY	VENDOR	AMOUNT	NOTES