

Event Management Conference Budget Recording Sheet

Event Details

Event Name

Enter event name

Date

Venue

Enter venue/location

Coordinator

Coordinator name

Budget Overview

Category	Description	Estimated Cost	Actual Cost	Variance	Notes
Venue					
Catering					
Travel & Accommodation					
Speakers/Presenters					
AV & Equipment					
Marketing					
Printing					
Miscellaneous					
Totals					

Additional Notes

Enter any additional notes