

Building a Budget Worksheet

Use this worksheet to document the values of all of your event needs.

Event Expenses

	Low-end Projection	High-end Projection
Facilities/Infrastructure		
Event site	_____	_____
Misc. labor and production charges	_____	_____
Utilities	_____	_____
Miscellaneous charges	_____	_____
Entertainment		
Lodging for entertainers	_____	_____
Contract rider additions	_____	_____
Special transportation	_____	_____
Additional skilled labor	_____	_____
Miscellaneous unexpected costs	_____	_____
Production		
Stage rental	_____	_____
Skirting/steps	_____	_____
Metal structure for lighting	_____	_____
General lighting	_____	_____
Special lighting for video	_____	_____
Sound system/stage monitors	_____	_____
Microphones (what type needed)	_____	_____
Podium	_____	_____
Backdrop	_____	_____
Special banner/signage	_____	_____
Video projection (front or rear)	_____	_____
Slides (projector/screen)	_____	_____
Production rental	_____	_____
Special electrical wiring	_____	_____
Miscellaneous charges	_____	_____



	Low-end Projection	High-end Projection
Signage System		
Overall signs and/or banners	_____	_____
Directional signs (site markings)	_____	_____
Food service prices/menus	_____	_____
Sponsor recognition signs	_____	_____
Special signage (safety, medical)	_____	_____

Promotional Costs		
Logo design	_____	_____
Invitations (design and printing)	_____	_____
Flyers (design and printing)	_____	_____
Letterhead and envelopes	_____	_____
Advertising (print)	_____	_____
Production of radio or TV spots	_____	_____
Program design/printing	_____	_____
Photography of event	_____	_____
Video coverage of event	_____	_____
Weather considerations	_____	_____
Rain plan costs	_____	_____
Additional labor on crews	_____	_____
Umbrellas/rain ponchos	_____	_____

Waste Management System		
Restroom facilities	_____	_____
Trash system	_____	_____
Labor to do trash	_____	_____
Vehicles to move/remove trash	_____	_____
Trash receptacles (bags, other)	_____	_____

Event Rentals		
Tables	_____	_____
Tents (tent siding)	_____	_____
Tent pole draping	_____	_____
Chairs	_____	_____
Linens	_____	_____
Canopies	_____	_____
Pipe and drape	_____	_____
Special props/decoration	_____	_____
Carpeting/flooring	_____	_____

	Low-end Projection	High-end Projection
Air conditioning/heating	_____	_____
Floral arrangements	_____	_____
Parking		
Valet parking (special insurance)	_____	_____
Security for parking	_____	_____
Shuttle system/vehicle rental	_____	_____
Signage/marketing system	_____	_____
Labor for parking attendees	_____	_____
Lighting for parking area	_____	_____
Parking personnel (uniforms)	_____	_____
On-site Transportation		
Golf carts	_____	_____
Movement of entertainers/VIPs	_____	_____
Staff vehicles	_____	_____
Miscellaneous carts, etc.	_____	_____
Food Services		
Coverage for food areas (tents?)	_____	_____
Special seating area	_____	_____
Water hook-ups	_____	_____
Service area (tents/counters)	_____	_____
Storage for supplies	_____	_____
Utilities (electrical/water)		
Additional water access	_____	_____
Special hook-ups for production	_____	_____
Lighting for safety on site	_____	_____
Coverage of any wiring (for safety)	_____	_____

	Low-end Projection	High-end Projection
VIP/Sponsor Costs		
Lodging	_____	_____
Meals	_____	_____
Hospitality suite food and drink	_____	_____
Special signage	_____	_____
Printing for passes/tickets	_____	_____
Additional security	_____	_____
Hosts/hostesses	_____	_____
Special giveaway items	_____	_____
Transportation	_____	_____

Expertise/Key resources		
Committee expenses (notebooks/uniforms)	_____	_____
Volunteer expenses (uniforms)	_____	_____
Paid consultants (miscellaneous)	_____	_____
Type: _____	_____	_____
Type: _____	_____	_____
Security coverage	_____	_____
Medical coverage	_____	_____
Setup support	_____	_____
Trash/clean-up (donations)	_____	_____

Other Miscellaneous Costs		
Event insurance coverage	_____	_____
Ticket sales costs (labor/printing)	_____	_____
Promotion/paid advertising	_____	_____
Warehousing of materials	_____	_____
Specialty insurance	_____	_____

Ten Percent General Buffer	_____	_____
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Add the columns to get high-and and low-end estimates.
This will give you a preliminary overall budget range for your event.

Overall Expenses Estimates	_____	_____
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