

Corporate Event Budget Planner

A practical worksheet for company parties, awards dinners, conferences, employee events, fundraisers, networking events, launches, and client celebrations.

Event Name: _____	Date: _____
Company / Organization: _____	Expected Guests: _____
Venue: _____	Target Budget: \$ _____

Budget Overview

Budget Item	Amount
Total approved budget	\$ _____
Estimated attendance	_____
Estimated cost per guest	\$ _____
Contingency reserve	\$ _____
Sponsorship / partner income	\$ _____
Ticket / registration income	\$ _____
Net company contribution	\$ _____

Venue & Facility Costs

Expense	Budgeted	Quoted	Actual	Paid / Notes
Room rental / venue fee	\$ _____	\$ _____	\$ _____	_____
Food & beverage minimum	\$ _____	\$ _____	\$ _____	_____
Service charge / admin fees	\$ _____	\$ _____	\$ _____	_____
Security / staffing	\$ _____	\$ _____	\$ _____	_____
Parking / valet	\$ _____	\$ _____	\$ _____	_____
Coat check / attendants	\$ _____	\$ _____	\$ _____	_____
Cleaning / overtime	\$ _____	\$ _____	\$ _____	_____

Food & Beverage

Expense	Budgeted	Quoted	Actual	Paid / Notes
Catering / meal service	\$ _____	\$ _____	\$ _____	_____
Appetizers / reception food	\$ _____	\$ _____	\$ _____	_____
Desserts / cake	\$ _____	\$ _____	\$ _____	_____
Nonalcoholic beverages	\$ _____	\$ _____	\$ _____	_____
Bar / beverage service	\$ _____	\$ _____	\$ _____	_____
Coffee / refreshment stations	\$ _____	\$ _____	\$ _____	_____
Special dietary meals	\$ _____	\$ _____	\$ _____	_____

Entertainment, AV & Production

Expense	Budgeted	Quoted	Actual	Paid / Notes
DJ / MC / entertainment	\$ _____	\$ _____	\$ _____	_____
Band / performers / talent	\$ _____	\$ _____	\$ _____	_____
Sound system / microphones	\$ _____	\$ _____	\$ _____	_____
Projectors / screens / displays	\$ _____	\$ _____	\$ _____	_____
Stage / podium / risers	\$ _____	\$ _____	\$ _____	_____
Lighting / uplighting	\$ _____	\$ _____	\$ _____	_____
Technical staff / AV operator	\$ _____	\$ _____	\$ _____	_____

Decor, Branding & Guest Experience

Expense	Budgeted	Quoted	Actual	Paid / Notes
Decorations / centerpieces	\$ _____	\$ _____	\$ _____	_____
Signage / printed materials	\$ _____	\$ _____	\$ _____	_____
Branded displays / banners	\$ _____	\$ _____	\$ _____	_____
Linens / table rentals	\$ _____	\$ _____	\$ _____	_____
Photo booth / guest experience	\$ _____	\$ _____	\$ _____	_____
Awards / trophies / plaques	\$ _____	\$ _____	\$ _____	_____
Gifts / favors / giveaways	\$ _____	\$ _____	\$ _____	_____

Photography, Media & Communications

Expense	Budgeted	Quoted	Actual	Paid / Notes
Photographer	\$ _____	\$ _____	\$ _____	_____
Videographer	\$ _____	\$ _____	\$ _____	_____
Event website / registration	\$ _____	\$ _____	\$ _____	_____
Invitations / email platform	\$ _____	\$ _____	\$ _____	_____
Printing / programs / badges	\$ _____	\$ _____	\$ _____	_____
Social media / promotion	\$ _____	\$ _____	\$ _____	_____

Travel, Transportation & Staffing				
Expense	Budgeted	Quoted	Actual	Paid / Notes
Transportation / shuttles	\$ _____	\$ _____	\$ _____	_____
Hotel / lodging	\$ _____	\$ _____	\$ _____	_____
Speaker / talent travel	\$ _____	\$ _____	\$ _____	_____
Staff overtime	\$ _____	\$ _____	\$ _____	_____
Temporary event staff	\$ _____	\$ _____	\$ _____	_____
Insurance / permits	\$ _____	\$ _____	\$ _____	_____

Miscellaneous & Contingency				
Expense	Budgeted	Quoted	Actual	Paid / Notes
Emergency / last-minute purchases	\$ _____	\$ _____	\$ _____	_____
Shipping / delivery fees	\$ _____	\$ _____	\$ _____	_____
Taxes / gratuities	\$ _____	\$ _____	\$ _____	_____
Contingency reserve	\$ _____	\$ _____	\$ _____	_____
Other: _____	\$ _____	\$ _____	\$ _____	_____
Other: _____	\$ _____	\$ _____	\$ _____	_____

Payment & Deposit Tracker				
Vendor / Expense	Deposit Due	Deposit Paid	Final Due	Final Paid
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Final Budget Summary	
Summary Item	Amount
Total budgeted expenses	\$ _____
Total actual expenses	\$ _____
Total income / sponsorships	\$ _____
Net event cost	\$ _____
Amount over / under budget	\$ _____
Actual cost per guest	\$ _____

Planning Tip: Reserve roughly 5-10% of the approved budget for unexpected costs such as attendance changes, overtime, delivery fees, technical needs, or last-minute purchases.