



Budget Planning Checklist

Since Events have so many parts to them, all of which tend to add up it is a good idea to itemize your budget categories. This checklist will help you get started, and then you can tally a price for each category.

Facilities

- Rental of the meeting or reception room(s)....._____
- Overnight accommodations (___ number of rooms x ___ rate)....._____
- Set-up Charges....._____
- Clean-up Charges....._____
- Parking Facilities....._____
- Coat Check Room....._____
- Security....._____
- Housekeeping Services....._____
- Insurance....._____
- Rental of:
 - Chairs....._____
 - Tables....._____
 - Lectern....._____
 - Props....._____
 - Lighting....._____
 - Tent....._____

Facilities Total....._____

Food Service

- Number of People to be served....._____
- Cost per Person....._____

Includes? Or Additional?

- Coffee Breaks
- Soda breaks
- Luncheon
- Dinner
- Cocktail Hour
- Liquor (see recommended alcohol quantity guidelines attachment)

- Wine (see recommended alcohol quantity guidelines attachment)
- Other Beverages
- Extra waiting staff
- Table linens
- Rented table service (flatware, dishes, etc.)
- Gratuities

Food Service Total....._____

Equipment Rental

- Risers....._____
- Booths....._____
- Flooring or Carpeting....._____
- Ropes or Stanchions....._____
- Outdoor toilets....._____
- Fencing....._____
- Trash Containers....._____

Equipment Rental Total....._____

Décor

- Flowers....._____
- Table Decorations....._____
- Extra Plans (for podium?)....._____
- Candles....._____
- Other decorations (ribbons, balloons)....._____
- Directional signs....._____

Décor Total....._____

Design and Printing

- Fee for design content and package....._____
- Advance announcements (save the date)....._____
- Initiations....._____
- Programs....._____
- Promotional Flyers....._____

- Tickets.....
- Maps.....
- Place cards.....
- Signs.....
- Name Badges and Holders.....
- Registration Packets.....

Design and Printing Total.....

Postage and Shipping

- Postage for invitations and Reply Envelopes.....
- Bulk Mailing-Promotional Items.....

Postage and Shipping Charges Total.....

Recognition Items

- Awards, Trophies & Plaques.....
- Engraving.....
- Framing.....
- Gifts.....

Recognition Items Total.....

Transportation

- Buses/Vans.....
- Limos.....
- Valet/Parking.....
- VIP Transportation.....

Transportation Total.....

Entertainment

- Fees.....
- Travel.....
- Additional Equipment.....

Entertainment Total.....

Audiovisual Equipment

- Projectors..... _____
- Screens..... _____
- Extension cords..... _____
- Microphones..... _____
- Speaker System..... _____
- Recording Device..... _____
- Flip charts/ Markers..... _____
- Technician Services..... _____

Audiovisual Equipment Total..... _____

Publicity

- Signs & Banners..... _____
- Table Skirts..... _____
- Printed Photos..... _____

Publicity Totals..... _____

Miscellaneous Expenses

- Photographer..... _____
- Staff Overtime (or additional Staff)..... _____
- Committee Materials..... _____
- Other _____..... _____

Miscellaneous Expense Total..... _____