



Big City Corporate Budget Calculator



Instructions:

1. Use the Estimator worksheet to set the estimated budget for each category, listed below the word "Estimated"
2. Record estimated amounts for each item in each category, trying to stay below the Estimated budget
3. When you make a purchase, add the amount to the Actual column
4. Try to make the Total for each category be equal to or less than the Estimated (budgeted) amount

TOTAL EVENT BUDGET: \$ _____

	Estimated	Actual
LOCATION		
Rental Fee		
Permits/ License		
Labor		
Other		
Total LOCATION	-	-

	Estimated	Actual
RENTALS		
Tables		
Registration Table(s)		
Chairs		
Linens/ Chair Covers		
Glassware/ China/ Utensils		
Pipe & Drape		
Carpeting/ Flooring		
Staging (Skirting/ Stairs)		
Risers		
Tents/ Canopies		
Stanchions/ Ropes		
Props		
Furniture		
Labor		
Lighting		
Delivery Charge		
Other		
Total RENTALS	-	-

	Estimated	Actual
ENTERTAINMENT		
Music/ Talent		
Speaker's Fee(s)		
Labor		
Other		
Total ENTERTAINMENT	-	-

	Estimated	Actual
FOOD & BEVERAGE		
Food		
Beverages		
Bartender Fee(s)		
Equipment		
Labor		
Volunteers		
Service Charge		
Delivery Charge		
Misc. Charges		
Total FOOD & BEVERAGE	-	-

	Estimated	Actual
DÉCOR SUPPLIES		
Event		
Stage		
Stage Backdrop		
Table Décor/Centerpieces		
Flowers/ Plants		
Candles/ Balloons		
Show/ Sponsorship Signage		
Props		
Labor		
Other		
Total DÉCOR SUPPLIES	-	-

	Estimated	Actual
ON-SITE TRANSPORTATION		
Truck/ Van Rental		
Carts/ Hand Trucks		
Special Vehicles		
Labor		
Valet Parking		
Other		
Total ON-SITE TRANSPORTATION	-	-



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	Estimated	Actual
AUDIO-VISUAL		
TV Monitors		
Cameras		
Disc (Video) Recorders/ Players		
Overhead Projectors		
Projector Cart(s)		
Screens		
Slide/ Film		
Lectern/ Podium		
Sound System		
Chart(s)/Blackboard/ Dry Erase		
Microphones(Lav, Podium, etc)		
Pointers/ Marking Pens		
Internet		
Computer Interfaces		
Technical Staff		
Labor		
Other		
Total AUDIO-VISUAL	-	-

	Estimated	Actual
TRAVEL/ACCOMMODATIONS		
Car/ Limo Rental(s)		
Hotel(s)		
Staff Travel		
VIP Travel		
Shuttle/ Van Rental		
Other		
Total TRAVEL/ACCOMMODATIONS	-	-

	Estimated	Actual
PROMOTIONS		
Newspaper(s)		
Magazine(s)		
Radio		
TV		
Radio/TV/Video Production		
Street/ Directional Signage		
Banners/ Posters		
Printed Photos		
Business Cards		
Brochures/ Flyers/ Invitations		
Media Kit		
Tickets		
Logo/Letterheads/ Envelopes		
Tickets		
Programs		
Chotskies		
Other		
Total PROMOTIONS	-	-

	Estimated	Actual
PERSONNEL		
Event/ Production Manager		
Show/ Event Staff		
Host(s)/ Hostess(es)		
Registration		
Consultants		
Public Relations		
Additional Staff		
Overtime		
Designer		
Security		
Event Photographer		
Event Videographer		
Set-up/Break-down Crew		
Volunteers		
Other		
Total PERSONNEL	-	-

	Estimated	Actual
MISC. PRINTING/SPECIALTIES		
Menus		
Maps		
Signage		
Special Areas/ VIP		
Name Tags/ Holders		
Place Cards		
Certificates/Awards/Recognitions		
Engraving		
Prizes		
Thank You Cards		
Frames		
Other		
Total MISC. PRINTING/SPECIALTIES	-	-



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	Estimated	Actual
MISCELLANEOUS COSTS		
Phone		
Ticket Sales Fees		
Warehouse		
Mileage		
Parking		
Extra Supplies		
Complimentary Tickets		
Local/ State/ Federal Taxes		
Postage/ Shipping/ Freight		
Drayage		
Delivery Charges		
Gratuity/Tips		
Other		
Total MISCELLANEOUS COSTS	-	-

	Estimated	Actual
INSURANCE		
General Liability Insurance		
Cancellation Insurance		
Rider		
Specialized		
Other		
Total INSURANCE	-	-

	Estimated	Actual
SETUP/ BREAKDOWN		
Restroom/ Portopotties		
Water Hookup		
Trash/ Dumpsters		
Receptacles		
Disposal Services		
Supplies		
Other		
Total SETUP/ BREAKDOWN	-	-

	Estimated	Actual
EMERGENCY CONSIDERATIONS		
Medical/ Ambulance		
Rain Plan Cost		
Canopies/ Tents/ Coverings		
Other		
Total EMERGENCY CONSIDERATIONS	-	-

	Estimated	Actual
REVENUE		
Event Income		
Booth Space Revenue		
Ticket Sales/Administration Rev.		
Sponsors/ Underwriters/ Donations		
Merchandise		
Auction/ Raffle		
Other		
Total REVENUE	-	-

	Estimated	Actual
TOTAL EXPENSES:	\$ -	\$ -