

# Indoor Event Budget Template

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) : \_\_\_\_\_

	Unit	Budget	Total	Actual
<b>Venue</b>				
Deposit	0	0.00	0.00	0.00
Insurance	0	0.00	0.00	0.00
Contract Review - Legal	0	0.00	0.00	0.00
Event Room	0	0.00	0.00	0.00
Breakout Rooms	0	0.00	0.00	0.00
Hospitality Room	0	0.00	0.00	0.00
Media Room	0	0.00	0.00	0.00
VIP Room	0	0.00	0.00	0.00
Special Purpose Room(s)	0	0.00	0.00	0.00
Coat-Check	0	0.00	0.00	0.00
Ticketing	0	0.00	0.00	0.00
Trash Removal	0	0.00	0.00	0.00
On-Site Storage	0	0.00	0.00	0.00
Exterior Signage	0	0.00	0.00	0.00
Parking	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Technical</b>				
Main AV Package	0	0.00	0.00	0.00
Breakout Room AV Package(s)	0	0.00	0.00	0.00
Hospitality Room AV Package	0	0.00	0.00	0.00
Media Room Equipment	0	0.00	0.00	0.00
Red Carpet	0	0.00	0.00	0.00
Specialty Lighting	0	0.00	0.00	0.00
Incidental Screens	0	0.00	0.00	0.00
Incidental Audio	0	0.00	0.00	0.00
Wi-Fi / Internet Connection	0	0.00	0.00	0.00
Telephone	0	0.00	0.00	0.00
Special Operators - Venue	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Rentals &amp; Equipment</b>				
Tables	0	0.00	0.00	0.00
Chairs	0	0.00	0.00	0.00
Platforms	0	0.00	0.00	0.00
Drape	0	0.00	0.00	0.00
Lectern	0	0.00	0.00	0.00
Sign Holders	0	0.00	0.00	0.00
Flags	0	0.00	0.00	0.00
Rope & Stanchion	0	0.00	0.00	0.00
Carpet	0	0.00	0.00	0.00
Display Elements	0	0.00	0.00	0.00
Carts & Dollies	0	0.00	0.00	0.00
Ladder(s)	0	0.00	0.00	0.00
Packing Equipment	0	0.00	0.00	0.00
Couriers	0	0.00	0.00	0.00
Freight	0	0.00	0.00	0.00
Off-Site Storage	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Décor</b>				

Lighting	0	0.00	0.00	0.00
Event Graphics	0	0.00	0.00	0.00
Room Décor	0	0.00	0.00	0.00
Table Centres	0	0.00	0.00	0.00
Flowers & Greenery	0	0.00	0.00	0.00
Print - Program/Menu	0	0.00	0.00	0.00
Incidental Signage	0	0.00	0.00	0.00
Specialty Furniture	0	0.00	0.00	0.00
Themed Décor Items	0	0.00	0.00	0.00
Special Linens	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Staffing</b>				
Event Coordinator	0	0.00	0.00	0.00
Room Coordinators	0	0.00	0.00	0.00
Registration Staff	0	0.00	0.00	0.00
IT Staff	0	0.00	0.00	0.00
Customer Service Reps	0	0.00	0.00	0.00
Guides / Ambassadors	0	0.00	0.00	0.00
Runner	0	0.00	0.00	0.00
AV Staff	0	0.00	0.00	0.00
Event Cleaning	0	0.00	0.00	0.00
Venue Cleaning	0	0.00	0.00	0.00
Trash Removal	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Security</b>				
Event Security	0	0.00	0.00	0.00
Venue Security	0	0.00	0.00	0.00
Pay Duty Police	0	0.00	0.00	0.00
Close Protection	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Event Programming</b>				
Speakers	0	0.00	0.00	0.00
Performers	0	0.00	0.00	0.00
MC / Announcer / Voice Over	0	0.00	0.00	0.00
Video Production	0	0.00	0.00	0.00
Presentation Content	0	0.00	0.00	0.00
Team Building Components	0	0.00	0.00	0.00
Interpreters	0	0.00	0.00	0.00
Signing	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Additional Entertainment</b>				
Music / DJ	0	0.00	0.00	0.00
Live Music	0	0.00	0.00	0.00
Specialty Performers	0	0.00	0.00	0.00
Gaming Rentals	0	0.00	0.00	0.00
Props	0	0.00	0.00	0.00
Additional Rentals	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Food / Beverage</b>				
Food	0	0.00	0.00	0.00
Beverage	0	0.00	0.00	0.00
Refreshments	0	0.00	0.00	0.00
Bar Service	0	0.00	0.00	0.00
Banquet Manager	0	0.00	0.00	0.00
Head Waiter	0	0.00	0.00	0.00
Catering Staff	0	0.00	0.00	0.00
Bar Staff	0	0.00	0.00	0.00

Take-Away Items	0	0.00	0.00	0.00
Charitable Donation <i>(Post Event)</i>	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Event Documentation</b>				
Photographer	0	0.00	0.00	0.00
Videographer	0	0.00	0.00	0.00
Video Access Fee	0	0.00	0.00	0.00
Rights Fees	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Travel</b>				
Flights	0	0.00	0.00	0.00
Ground Transportation	0	0.00	0.00	0.00
Lodging	0	0.00	0.00	0.00
Parking	0	0.00	0.00	0.00
Per Diem	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Attendee / Guest Services</b>				
Transportation	0	0.00	0.00	0.00
Accommodation	0	0.00	0.00	0.00
Storage	0	0.00	0.00	0.00
Charging Stations	0	0.00	0.00	0.00
Wi-Fi Connection	0	0.00	0.00	0.00
Touchdown Amenities	0	0.00	0.00	0.00
Swag	0	0.00	0.00	0.00
Giveaways	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Registration</b>				
Registration Software	0	0.00	0.00	0.00
Registration Computers	0	0.00	0.00	0.00
ID Production	0	0.00	0.00	0.00
Signage	0	0.00	0.00	0.00
Crowd Control	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Communications</b>				
Radios	0	0.00	0.00	0.00
Cell Phones	0	0.00	0.00	0.00
Mobile App	0	0.00	0.00	0.00
Printing Material	0	0.00	0.00	0.00
Event Logo	0	0.00	0.00	0.00
Event Signage	0	0.00	0.00	0.00
Attendee Packets	0	0.00	0.00	0.00
Special Event Materials	0	0.00	0.00	0.00
Flyers	0	0.00	0.00	0.00
Maps	0	0.00	0.00	0.00
Schedules	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Public Relations</b>				
Announcements	0	0.00	0.00	0.00
Graphics	0	0.00	0.00	0.00
HTML Files	0	0.00	0.00	0.00
Press Releases	0	0.00	0.00	0.00
Media Room	0	0.00	0.00	0.00
Media Background	0	0.00	0.00	0.00
Media Multi-Feed	0	0.00	0.00	0.00
Press Kits	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Social Media</b>				

Twitter	0	0.00	0.00	0.00
Facebook	0	0.00	0.00	0.00
Pinterest	0	0.00	0.00	0.00
Instagram	0	0.00	0.00	0.00
Google+	0	0.00	0.00	0.00
LinkedIn	0	0.00	0.00	0.00
Snapchat	0	0.00	0.00	0.00

**0.00      0.00**

**Marketing**

Email Marketing	0	0.00	0.00	0.00
Attendee Survey	0	0.00	0.00	0.00
Video Production	0	0.00	0.00	0.00
Stock Images	0	0.00	0.00	0.00
Design	0	0.00	0.00	0.00
Printing	0	0.00	0.00	0.00
Postage / Shipping	0	0.00	0.00	0.00

**0.00      0.00**

**Advertising**

Online	0	0.00	0.00	0.00
Print	0	0.00	0.00	0.00
Outdoor	0	0.00	0.00	0.00
Radio	0	0.00	0.00	0.00
Television	0	0.00	0.00	0.00

**0.00      0.00**

**Sponsors**

Sales	0	0.00	0.00	0.00
Communication	0	0.00	0.00	0.00
Fulfillment	0	0.00	0.00	0.00
Complimentary Passes / Tickets	0	0.00	0.00	0.00
Thank You Gifts	0	0.00	0.00	0.00

**0.00      0.00**