

# Outdoor Event Budget Template

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

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

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

	Unit	Budget	Total	Actual
<b>Location</b>				
Site Planning	0	0.00	0.00	0.00
Drawing Packages	0	0.00	0.00	0.00
Municipal Permits	0	0.00	0.00	0.00
Structure(s)	0	0.00	0.00	0.00
Engineering Approval	0	0.00	0.00	0.00
Emergency Services Approval	0	0.00	0.00	0.00
Office Space	0	0.00	0.00	0.00
Grading / Clearing	0	0.00	0.00	0.00
Perimeter Fencing	0	0.00	0.00	0.00
Ticketing (Physical / Electronic)	0	0.00	0.00	0.00
Wi-Fi / Internet Connection	0	0.00	0.00	0.00
Parking	0	0.00	0.00	0.00
Insurance	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>

*Note: Public events require, at a minimum, a detailed site plan, a staffing plan, and emergency plan and a security plan; and the number of permits a public event requires varies by jurisdiction.*

## Site Requirements

Power	0	0.00	0.00	0.00
Water	0	0.00	0.00	0.00
Drain	0	0.00	0.00	0.00
Washrooms	0	0.00	0.00	0.00
Trash Removal	0	0.00	0.00	0.00
Utility Lighting	0	0.00	0.00	0.00
First Aid	0	0.00	0.00	0.00
Wayfinding	0	0.00	0.00	0.00
Tables	0	0.00	0.00	0.00
Chairs	0	0.00	0.00	0.00
Stage(s)	0	0.00	0.00	0.00
Platforms	0	0.00	0.00	0.00
Crowd Control Equipment	0	0.00	0.00	0.00
Sign Holders	0	0.00	0.00	0.00
Trash Cans	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
Fuel Delivery	0	0.00	0.00	0.00
Couriers	0	0.00	0.00	0.00
Freight	0	0.00	0.00	0.00
Secure Storage	0	0.00	0.00	0.00
Truck Marshalling	0	0.00	0.00	0.00
Material Handling Equipment	0	0.00	0.00	0.00
Trailer Parking	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>

## Décor

Lighting - Decorative	0	0.00	0.00	0.00
Event Graphics	0	0.00	0.00	0.00
Banners & Flags	0	0.00	0.00	0.00
Trees & Greenery	0	0.00	0.00	0.00
Signage	0	0.00	0.00	0.00

Screens	0	0.00	0.00	0.00
Ground Patches	0	0.00	0.00	0.00
Themed Décor Items	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>

**Staffing**

Event Coordinator	0	0.00	0.00	0.00
Room Coordinators	0	0.00	0.00	0.00
Ticket Staff	0	0.00	0.00	0.00
Information Technology	0	0.00	0.00	0.00
Concessions Manager	0	0.00	0.00	0.00
Retail Manager	0	0.00	0.00	0.00
Runner	0	0.00	0.00	0.00
Technical Staff	0	0.00	0.00	0.00
Cleaners	0	0.00	0.00	0.00
Grounds Keepers	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>

**Security**

Event Security	0	0.00	0.00	0.00
Pay-Duty Police	0	0.00	0.00	0.00
Event EMS	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>

**Event Programming**

Performers	0	0.00	0.00	0.00
Live Music	0	0.00	0.00	0.00
Music / DJ	0	0.00	0.00	0.00
Specialty Performers	0	0.00	0.00	0.00
MC / Announcer	0	0.00	0.00	0.00
Interactive Components	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>

**Hospitality**

Food Concessions	0	0.00	0.00	0.00
Licensed Concessions	0	0.00	0.00	0.00
Food Trucks	0	0.00	0.00	0.00
Refrigerated Storage	0	0.00	0.00	0.00
Featured Food & Beverage	0	0.00	0.00	0.00
Backstage Hospitality	0	0.00	0.00	0.00
Media Hospitality	0	0.00	0.00	0.00
Staff Hospitality	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>

**Event Documentation**

Photographer	0	0.00	0.00	0.00
Videographer	0	0.00	0.00	0.00
Releases	0	0.00	0.00	0.00
Rights Fees	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>

**Travel**

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
Vehicle Rental	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>

**Communications**

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
Print 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
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>				
Media 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
Other	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Marketing</b>				
Email Marketing	0	0.00	0.00	0.00
Co promotion	0	0.00	0.00	0.00
Post Event Surveys	0	0.00	0.00	0.00
Graphic Design	0	0.00	0.00	0.00
Printing	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>
<b>Advertising</b>				
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
			<b>0.00</b>	<b>0.00</b>
<b>Sponsors</b>				
Sales	0	0.00	0.00	0.00
Sponsor Packets	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
Incentives	0	0.00	0.00	0.00
			<b>0.00</b>	<b>0.00</b>