

Event Expenses			
Budget			
	Cost		Notes
Venue			
Food and Beverage - Don't forget to add tax and gratuity (++)			
Coffee, tea, water service			
Bar (1 bar for 100 people)			
Event Rentals			
Tables			
Chairs			
Linens			
Tents			
Power			
Backdrop			
Audio Visual			
Screens and Projectors			
Sound			
Techs			
Entertainment			
DJ			
Photobooth			
Band			
Security			
Marketing			
Posters			
Misc.			
Photographer			
Invitations and Postage			
Centerpieces			
Parking			
Signage			
Oh Crap' fund			
Consulting Services			
Grand Total	\$	-	