EVENT BUDGET WORKBOOK

SD CREATIVE EVENTS

EVENT TITLE:	PROJECTED TOTAL	$ -

CATEGORY	PROJECTED SUBTOTAL
Venue SUBTOTAL	$ -
Location Rental	
Equipment Rental	
Additional Tables / Chairs	
AV Equipment	
AV Staff	
Venue-Specific Staff	
Venue-Specific Catering	
Wi-Fi	
Venue Tech Support	
Security	
Décor SUBTOTAL	$ -
Linens	
Lighting	
Additional Signage	
Additional Furniture	
Additional Decorative Items	

Food / Beverage	SUBTOTAL	$ -
Food		
Beverage		
Catering Staff		
Bar		
Additional Bar Staff		
Additional Coffee Cart		
Take-Away Food / Beverage		

Event Programming	SUBTOTAL	$ -
Speakers		
Performers		
Video Production		
Presentation Graphics		
Interpreters		

Additional Entertainment	SUBTOTAL	$ -
Music / DJ		
Gaming Rentals		
Additional Rentals		

Event Documentation	SUBTOTAL	$	-
Photographer			
Videographer			

Travel	SUBTOTAL	$	-
Flight / Driving			
Lodging			
Per Diem			

Attendee / Guest Services	SUBTOTAL	$	-
Transportation			
Accommodation			
Storage			
Charging Stations			
Swag			
Giveaways			

Registration	SUBTOTAL	$	-
Software			
ID Production			
Signage			
Communications	SUBTOTAL	$	-
Mobile App			
Printing / Fabrication			
Additional Signage			
Packets			
Flyers			
Maps			
Schedules			
Event Materials			
Public Relations	SUBTOTAL	$	-
Announcements			
Graphics			
Press Releases			

Marketing	SUBTOTAL	$	-
Email Marketing			
Surveys			
Video Production			
Photography			
Design			
Printing			
Postage / Shipping			

Social Media	SUBTOTAL	$	-
Twitter			
Facebook			
Pinterest			
Instagram			
Google+			
LinkedIn			
Snapchat			

Advertising	SUBTOTAL	$	-
Online			
Print			
Outdoor			
Radio			
Television			
Postage / Shipping			

Sponsors	SUBTOTAL	$	-
Acquisition			
Communication			
Complimentary Passes / Tickets			
Thank You Gifts			

Logistics	SUBTOTAL	$	-
Insurance			
Contracts			
Permits			

Other	SUBTOTAL	$	-

https://www.sdcreativeevents.com/event-tools/