

Budget Calculator

Be sure to print this page and keep it handy!

<p style="text-align: center;"><u>Event Site/Facility</u></p> <p>Rental Fee _____</p> <p>Permit(s)/License _____</p> <p>Labor _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Rentals</u></p> <p>Heat/Air _____</p> <p>Furniture _____</p> <p>Tables _____</p> <p>Registration Tables _____</p> <p>Chairs _____</p> <p>Pipe & Drape _____</p> <p>Carpeting/Flooring _____</p> <p>Props _____</p> <p>Tents/Canopies _____</p> <p>Staging (skirting, stairs) _____</p> <p>_____</p> <p>Risers _____</p> <p>Stanchions/Ropes _____</p> <p>Labor _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Food Services</u></p> <p>Food _____</p> <p>Beverages _____</p> <p>Bartender fees _____</p> <p>Catering fees _____</p> <p>Equipment _____</p> <p>Tables/Chairs _____</p> <p>Supplies-Linens, China, _____</p> <p>_____</p> <p>Glasses, Utensils _____</p> <p>Labor/Staff _____</p> <p>Gratuities _____</p> <p>Tax _____</p> <p>Health Permits _____</p> <p>Personnel/VIP/Guests/ _____</p> <p>_____</p> <p>Volunteers _____</p> <p>Misc. Charges _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Audio-Visual</u></p> <p>Television Monitors _____</p> <p>Video Players/Recorders _____</p>	<p style="text-align: center;"><u>Entertainment</u></p> <p>Music _____</p> <p>Talent _____</p> <p>Celebrity _____</p> <p>Speaker's Fees _____</p> <p>Models _____</p> <p>Labor _____</p> <p>Other _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Utilities/Waste Management</u></p> <p>Water Hookup _____</p> <p>Restrooms/Portopotties _____</p> <p>Trash/Dumpsters/ _____</p> <p>Receptacles _____</p> <p>Disposal Service _____</p> <p>Setup Crew _____</p> <p>Cleanup Crew _____</p> <p>Supplies _____</p> <p>Misc. _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Promotion/Advertising</u></p> <p>Newspapers _____</p> <p>Magazines _____</p> <p>Radio _____</p> <p>TV _____</p> <p>Show Signs _____</p> <p>Street Signs _____</p> <p>Directional Signs _____</p> <p>Banners _____</p> <p>Printed Photos _____</p> <p>Promotional Items _____</p> <p>Radio/TV/Video Production _____</p> <p>_____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Security</u></p> <p>Facility _____</p> <p>Private _____</p> <p>Subtotal \$ _____</p>	<p style="text-align: center;"><u>On-Site Transportation</u></p> <p>Truck/Van Rental _____</p> <p>Carts/Hand Trucks _____</p> <p>Special Vehicles _____</p> <p>Other _____</p> <p>Labor _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Travel/Accommodations</u></p> <p>VIP Travel _____</p> <p>Limousine/Car Rental _____</p> <p>Hotel _____</p> <p>Staff Travel _____</p> <p>Limousine/Car Rental _____</p> <p>Hotel _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Personnel</u></p> <p>Event Manager _____</p> <p>Show/Event Staff _____</p> <p>Additional Staff _____</p> <p>Overtime _____</p> <p>Host/Hostesses _____</p> <p>Registration _____</p> <p>Consultants _____</p> <p>Public Relations _____</p> <p>Other _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Emergency Considerations</u></p> <p>Medical _____</p> <p>Ambulance _____</p> <p>Rain Plan Cost _____</p> <p>Canopies/Tents/Coverings _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Misc. Costs</u></p> <p>Accounting _____</p> <p>Legal Counsel _____</p> <p>Office Supplies _____</p> <p>Office Equipment _____</p> <p>Phone _____</p> <p>Ticket Sales Fees _____</p> <p>Warehouse _____</p> <p>Mileage _____</p> <p>Parking _____</p>
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<p>_____</p> <p>Cameras _____</p> <p>Overhead Projectors _____</p> <p>Projectors/Carts _____</p> <p>Slide & Film _____</p> <p>Screens _____</p> <p>Lecterns/Podiums _____</p> <p>Microphones _____</p> <p>Reel-to-reel Tape Recorders _____</p> <p>Disc Players _____</p> <p>Sound System _____</p> <p>Walkie-Talkies _____</p> <p>Pointers/Marking Pens _____</p> <p>Flip Charts _____</p> <p>Blackboards _____</p> <p>Computer Interfaces _____</p> <p>Technical Staff _____</p> <p>Labor _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Electrical</u></p> <p>General Lighting _____</p> <p>Special Lighting _____</p> <p>Generator _____</p> <p>Extension Cords _____</p> <p>Video Production _____</p> <p>Other Rentals _____</p> <p>Labor _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Decorations</u></p> <p>Event Decor _____</p> <p>Stage Decor _____</p> <p>Stage Backdrop _____</p> <p>Centerpieces/Table Decor _____</p> <p>Flowers/Plants _____</p> <p>Candles _____</p> <p>Balloons _____</p> <p>Specialty Linen _____</p> <p>Chair Covers _____</p> <p>Signs _____</p> <p>Props _____</p> <p>Paper Supplies _____</p> <p>Misc. Charges _____</p> <p>Labor _____</p> <p>Subtotal \$ _____</p>	<p style="text-align: center;"><u>Insurance</u></p> <p>Gen. Liability Insurance _____</p> <p>Rider _____</p> <p>Specialized _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Design & Printing</u></p> <p>Designer _____</p> <p>Business Cards _____</p> <p>Brochures _____</p> <p>Media Kit _____</p> <p>Registration Packets _____</p> <p>Posters _____</p> <p>Flyers _____</p> <p>Invitations _____</p> <p>Tickets _____</p> <p>Letterhead/Envelopes _____</p> <p>Specialty Items _____</p> <p>Duplicating/Photocopies _____</p> <p>Logo _____</p> <p>Program _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Misc. Printing/Specialties</u></p> <p>Menus _____</p> <p>Maps _____</p> <p>Sponsor Signs _____</p> <p>Special Area _____</p> <p>VIP Area _____</p> <p>Name Tags/holders _____</p> <p>Place Cards _____</p> <p>Awards, Recognitions _____</p> <p>Engraving _____</p> <p>Certificates _____</p> <p>Prizes _____</p> <p>Frames _____</p> <p>Thank You Cards _____</p> <p>Other _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Transportation/Parking</u></p> <p>Limousine/Car Rental _____</p> <p>Valet Area _____</p> <p>Shuttle _____</p> <p>Mileage Reimbursement _____</p> <p>Labor/Personnel _____</p> <p>Subtotal \$ _____</p>	<p>Extra Supplies _____</p> <p>Event Photographer _____</p> <p>Event Videographer _____</p> <p>Coat Check _____</p> <p>Volunteer _____</p> <p>(Appreciation Activity/Gifts) _____</p> <p>Complimentary Tickets _____</p> <p>Local, state, federal taxes _____</p> <p>Misc. Gratuities _____</p> <p>Specialized Labor _____</p> <p>Other _____</p> <p>Subtotal \$ _____</p> <p style="text-align: center;"><u>Postage/Shipping/Storage</u></p> <p>Postage _____</p> <p>Bulk Mail/Permits _____</p> <p>Mail House _____</p> <p>Freight _____</p> <p>Delivery Service _____</p> <p>Drayage _____</p> <p>Subtotal \$ _____</p> <p>Total Expenses \$ _____</p> <p style="text-align: center;"><u>Income</u></p> <p>Event Income \$ _____</p> <p>Booth Space Sales \$ _____</p> <p>Ticket Sales/Admission \$ _____</p> <p>Sponsors/Underwriters \$ _____</p> <p>Donations \$ _____</p> <p>Merchandise \$ _____</p> <p>Raffle \$ _____</p> <p>Auction \$ _____</p> <p>Bar \$ _____</p> <p>Ad Program \$ _____</p> <p>Other \$ _____</p> <p>Total Income \$ _____</p> <p>Event Profit or Loss \$ _____</p>
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