

Event Budget

Category	Projected Subtotal
Venue Subtotal \$	
Location hire	
Equipment hire -Additional Tables / Chairs	
AV Equipment	
AV Staff	
Venue Tech Support	
Security	
Additional toilets	
Décor Subtotal \$	
Lighting	
Additional Signage	
Additional Decorative Items	
Food/Beverage Subtotal \$	
Food	
Beverage	
Catering Staff	
Bar staff	
Coffee Van	
Food / Beverage Trucks	
Event Programming Subtotal \$	
Speakers	
Performers	
Interpreters / Auslan Interpreters	
Music / DJ	
Entertainment	
Event Documentation Subtotal \$	
Photographer	
Videographer	
Public Relations Subtotal \$	
Announcements	
Graphics	
Press Releases	
Marketing Subtotal \$	
Banners	
Video Production	
Photography	
Printing - flyers	
Email	
Signage	

Event Budget

Category	Projected Subtotal
Social Media Subtotal \$	
Twitter	
Facebook	
Pinterest	
Instagram	
Google+	
LinkedIn	
Snapchat	
Advertising Subtotal \$	
Online	
Print	
Outdoor - Community Signs	
Radio	
Television	
Sponsors Subtotal \$	
Communication	
Complimentary Passes / Tickets	
Thank You Gifts	
Logistics Subtotal \$	
Insurance	
Permits	
First Aid	
Other Subtotal \$	
PROJECTED TOTAL \$	