

# Event Budgeting

## Office of Student Activities \* Wellesley College

### Event Site/Facility

Rental Fee \_\_\_\_\_  
 Permit(s)/License \_\_\_\_\_  
 Labor \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

### Rentals

Heat/Air Conditioning \_\_\_\_\_  
 Furniture \_\_\_\_\_  
 Tables \_\_\_\_\_  
 Registration Tables \_\_\_\_\_  
 Chairs \_\_\_\_\_  
 Pipe & Drape \_\_\_\_\_  
 Carpet/Flooring \_\_\_\_\_  
 Props \_\_\_\_\_  
 Tents/Canopies \_\_\_\_\_  
 Staging (skirting, stairs) \_\_\_\_\_  
 Risers \_\_\_\_\_  
 Stanchions/Ropes \_\_\_\_\_  
 Labor \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

### Food Services

Food \_\_\_\_\_  
 Beverages \_\_\_\_\_  
 Bartender fees \_\_\_\_\_  
 Catering fees \_\_\_\_\_  
 Tables/Chairs \_\_\_\_\_  
 Supplies-Linens, China,  
 Glasses, Utensils \_\_\_\_\_  
 Labor/Staff \_\_\_\_\_  
 Gratuities \_\_\_\_\_  
 Tax \_\_\_\_\_  
 Health Permits \_\_\_\_\_  
 Personnel/VIP/Guests  
 Volunteers \_\_\_\_\_  
 Misc. Charges \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

### Audio-Visual

Television Monitors \_\_\_\_\_  
 VCR/DVD Players \_\_\_\_\_  
 Video recorders \_\_\_\_\_  
 Cameras \_\_\_\_\_  
 Overhead Projectors \_\_\_\_\_  
 LCD Projectors \_\_\_\_\_  
 Screens \_\_\_\_\_  
 Lecterns/Podiums \_\_\_\_\_  
 Microphones \_\_\_\_\_  
 Tape recorders \_\_\_\_\_  
 Disc players \_\_\_\_\_  
 Sound system \_\_\_\_\_  
 Speakers \_\_\_\_\_  
 Walkie Talkies \_\_\_\_\_  
 Pointers/Marking pens \_\_\_\_\_  
 Flip Charts \_\_\_\_\_  
 Blackboards \_\_\_\_\_  
 Computers \_\_\_\_\_  
 Technical staff \_\_\_\_\_  
 Labor \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

### Electrical

General lighting \_\_\_\_\_  
 Special lighting \_\_\_\_\_  
 Generator \_\_\_\_\_  
 Extension cords \_\_\_\_\_  
 Video production \_\_\_\_\_  
 Other rentals \_\_\_\_\_  
 Labor \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

### Decorations

Event décor \_\_\_\_\_  
 Stage décor \_\_\_\_\_  
 Stage backdrop \_\_\_\_\_  
 Centerpieces \_\_\_\_\_  
 Flowers/plants \_\_\_\_\_  
 Candles \_\_\_\_\_  
 Balloons \_\_\_\_\_  
 Specialty linen \_\_\_\_\_  
 Chair covers \_\_\_\_\_  
 Signs \_\_\_\_\_  
 Props \_\_\_\_\_  
 Paper supplies \_\_\_\_\_  
 Misc. charges \_\_\_\_\_  
 Labor \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

### Entertainment

Music \_\_\_\_\_  
 Talent \_\_\_\_\_  
 Celebrity \_\_\_\_\_  
 Speaker's fees \_\_\_\_\_  
 Models \_\_\_\_\_  
 Labor \_\_\_\_\_  
 Misc. charges \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

### Utilities/Waste Management

Water hookup \_\_\_\_\_  
 Restrooms \_\_\_\_\_  
 Trash/dumpsters \_\_\_\_\_  
 Disposal services \_\_\_\_\_  
 Setup crew \_\_\_\_\_  
 Cleanup crew \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Misc. charges \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

### Promotion/Advertising

Newspapers \_\_\_\_\_  
 Magazines \_\_\_\_\_  
 Radio \_\_\_\_\_  
 TV \_\_\_\_\_  
 Show signs \_\_\_\_\_  
 Street signs \_\_\_\_\_  
 Directional signs \_\_\_\_\_  
 Banners \_\_\_\_\_  
 Printed photos \_\_\_\_\_  
 Promotional items \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

**Security**

Facility \_\_\_\_\_  
 Private \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

**Insurance**

Gen. Liability \_\_\_\_\_  
 Rider \_\_\_\_\_  
 Specialized \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

**Design & Printing**

Designer \_\_\_\_\_  
 Business cards \_\_\_\_\_  
 Brochures \_\_\_\_\_  
 Media kit \_\_\_\_\_  
 Registration packets \_\_\_\_\_  
 Posters \_\_\_\_\_  
 Flyers \_\_\_\_\_  
 Invitations \_\_\_\_\_  
 Tickets \_\_\_\_\_  
 Letterhead/envelopes \_\_\_\_\_  
 Specialty items \_\_\_\_\_  
 Copies \_\_\_\_\_  
 Logo \_\_\_\_\_  
 Program \_\_\_\_\_  
 Sponsor signs \_\_\_\_\_  
 Name tags/holders \_\_\_\_\_  
 Place cards \_\_\_\_\_  
 Awards/Recognition \_\_\_\_\_  
 Engraving \_\_\_\_\_  
 Certificates \_\_\_\_\_  
 Prizes \_\_\_\_\_  
 Frames \_\_\_\_\_  
 Thank you cards \_\_\_\_\_  
 Other \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

**Transportation/Parking**

Limousine/car rental \_\_\_\_\_  
 Valet area \_\_\_\_\_  
 Shuttle \_\_\_\_\_  
 Mileage reimbursement \_\_\_\_\_  
 Labor/Personnel \_\_\_\_\_  
 Other \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

**Travel/Accommodations**

VIP travel \_\_\_\_\_  
 Car rental \_\_\_\_\_  
 Hotel \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

**Personnel**

Event Manager \_\_\_\_\_  
 Show/event staff \_\_\_\_\_  
 Additional staff \_\_\_\_\_  
 Overtime \_\_\_\_\_  
 Registration \_\_\_\_\_  
 Consultants \_\_\_\_\_  
 Other \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

**Emergency Considerations**

Medical \_\_\_\_\_  
 Ambulance \_\_\_\_\_  
 Rain plan \_\_\_\_\_  
 Canopies/tents \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

**Miscellaneous**

Accounting \_\_\_\_\_  
 Legal counsel \_\_\_\_\_  
 Office supplies \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Ticket sale fees \_\_\_\_\_  
 Warehouse \_\_\_\_\_  
 Mileage \_\_\_\_\_  
 Parking \_\_\_\_\_  
 Extra supplies \_\_\_\_\_  
 Event photographer \_\_\_\_\_  
 Coat check \_\_\_\_\_  
 Comp Tickets \_\_\_\_\_  
 Taxes \_\_\_\_\_  
 Misc. gratuities \_\_\_\_\_  
 Other \_\_\_\_\_  
**Subtotal** \$ \_\_\_\_\_

**Income**

Booth space sales \_\_\_\_\_  
 Ticket sales/admission \_\_\_\_\_  
 Sponsors \_\_\_\_\_  
 Donations \_\_\_\_\_  
 Raffle \_\_\_\_\_  
 Auction \_\_\_\_\_  
 Ad program \_\_\_\_\_  
 Other \_\_\_\_\_  
**Total Income** \$ \_\_\_\_\_

<b>Total Costs</b>	_____
<b>Total Income</b>	_____
<b>Event Profit or Loss</b>	_____