

RECEPTION COST ESTIMATOR

Date: _____

Guest Count: _____

Budget Goal: \$ _____

EXPENSE CATEGORY

ESTIMATED COST

ACTUAL PAID

Venue & Rentals

Reception Venue Hire

Furniture & Linens

Food & Beverage

Catering (Per Head)

Bar & Service Fees

Wedding Cake / Dessert

Atmosphere & Media

EXPENSE CATEGORY

ESTIMATED COST

ACTUAL PAID

Floral Arrangements

DJ / Live Band

Photography/Videography

Miscellaneous

Stationery / Place Cards

Favors & Gifts

Estimated Total \$ _____

Final Total \$ _____