

BIRTHDAY EVENT BUDGET

Event Planning Worksheet

Event Date: _____
Guest Count: _____
Venue: _____
Total Budget: _____

EXPENSE CATEGORY	ESTIMATED	ACTUAL	NOTES
Venue & Logistics			
Site Rental Fee			
Insurance/Permits			
Security/Parking			
Food & Beverage			
Catering/Main Meal			
Bar & Alcohol			
Cake & Desserts			
Service Gratuity			

EXPENSE CATEGORY	ESTIMATED	ACTUAL	NOTES
Entertainment & Decor			
DJ/Live Music			
Photography			
Floral & Tableware			
Lighting/AV			
Miscellaneous			
Invitations/Postage			
Party Favors			
Contingency (10%)			
			GRAND TOTAL
			\$

Notes: