

CATERING BUDGET PLANNER

Birthday Event Management

EVENT DATE: _____
GUEST COUNT: _____
LOCATION: _____
TARGET BUDGET: \$ _____

ITEM DESCRIPTION	EST. COST	ACTUAL COST	PAID?
Main Course & Sides			
Primary Entree			☐
Secondary Entree			☐
Side Dishes (Salads/Starches)			☐
Dessert & Cake			
Custom Birthday Cake			☐
Dessert Bar/Small Bites			☐
Beverages			
Soft Drinks & Water			☐

ITEM DESCRIPTION	EST. COST	ACTUAL COST	PAID?
Alcoholic Beverages			[]
Ice / Garnishes			[]
Service & Logistics			
Staffing / Servers			[]
Rentals (Linens/China)			[]
Delivery & Gratuity			[]
Subtotal: \$ _____			
Tax: \$ _____			
GRAND TOTAL: \$ _____			