[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Event planning budget tracker

Event budget - every line item, budgeted vs actual.

Event: _____

Date: _____

Total budget: _____

Budget

Description	Qty	Unit price	Amount
Venue hire			[£ amount]
Catering - [covers]	[covers]	[£ per head]	[£ amount]
AV and production			[£ amount]
Décor and flowers			[£ amount]
Staffing			[£ amount]
Contingency			[£ amount]

Totals

Total budgeted: _____

Total actual: _____

Variance: _____

Sign-off

Name: _____ **Signature:** _____ **Date:** _____