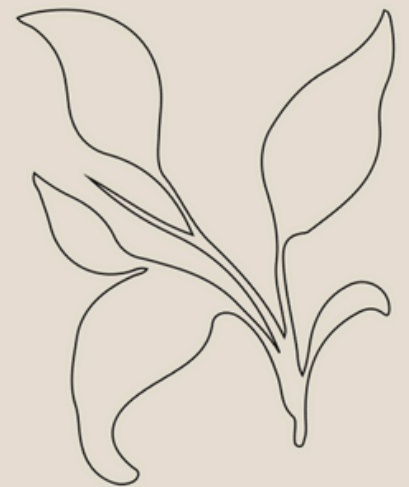




socialite

EVENTS

CORPORATE EVENT
BUDGET WORKSHEET



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EVENTS

CORPORATE EVENT BUDGET WORKSHEET

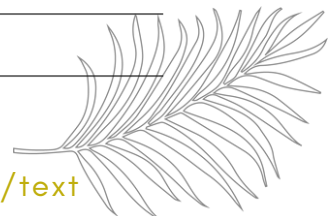
	ESTIMATE	ACTUAL	DIFFERENCE	PAID
EVENT PLANNER				
Coordination Fees				
VENUE				
Security				
Valet/Parking Fees				
Staffing				
Audio/Visual Equipment				
Rental				
WiFi Access				
Lighting				
Power				
<i>TOTAL</i>				
ADVERTISING				
Ad Fees				
AWARDS/GIVEAWAYS				
Plaques/Trophies				
Door Prizes/Giveaways				
Gifs				
Welcome/Goodie Bags				
<i>TOTAL</i>				
<i>PAGE TOTAL</i>				





CORPORATE EVENT
BUDGET WORKSHEET

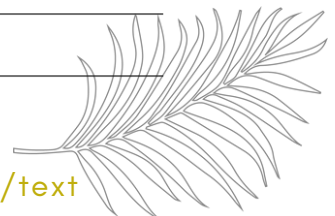
	ESTIMATE	ACTUAL	DIFFERENCE	PAID
DECOR/SIGNAGE				
Event Signage/Directionals				
Floral				
Centerpieces				
Decorations				
<i>TOTAL</i>				
FOOD AND BEVERAGE				
Breakfast(s)				
AM Snack(s)				
Lunch(es)				
PM Snack(s)				
Dinner(s)				
Non-Alcoholic Beverages				
Cocktails/Bar				
Coffee/Tea Service				
<i>TOTAL</i>				
TRANSPORTATION				
To and From Venue				
<i>TOTAL</i>				
<i>PAGE TOTAL</i>				





CORPORATE EVENT
BUDGET WORKSHEET

	ESTIMATE	ACTUAL	DIFFERENCE	PAID
PRINTING/MARKETING				
Programs/Brochures				
Invitations				
Menus				
Social Media Marketing				
Badges/Nametags/Lanyards				
<i>TOTAL</i>				
PROGRAM FEES				
Speaker Fees				
Entertainment Vendor Fees				
Video Product Fees				
<i>TOTAL</i>				
SPONSORSHIPS				
Level 1 Sponsor				
Level 2 Sponsor				
Level 3 Sponsor				
<i>TOTAL</i>				
<i>PAGE TOTAL</i>				



	ESTIMATE	ACTUAL	DIFFERENCE	PAID
MISCELLANEOUS				
Insurance				
Permits				
Shipping				
Accounting/Legal				
Taxes				
Storage				
TOTAL				
TOTAL				
PAGE TOTAL				
BUDGET GRAND TOTAL				

