

BANQUET EVENT EXPENSE TRACKER

Event Name:
Event Date:
Client Name:
Guest Count:
Venue Location:
Coordinator:

TOTAL BUDGET

TOTAL ACTUAL COST

NET VARIANCE

1. Food & Beverage

Food &
Beverage
Subtotal

2. Staffing & Labor

Staffing
Subtotal

3. Rentals & Equipment

Rentals
Subtotal

4. Miscellaneous & Administrative Fees

Misc / Fees
Subtotal

Notes & Special Instructions:

Prepared By / Date

Client Approval / Date