

CATERING & BANQUET SERVICES

Budget & Expense Sheet

CLIENT NAME:

EVENT DATE:

EVENT NAME:

GUEST COUNT:

VENUE:

COORDINATOR:

TOTAL ESTIMATED BUDGET
TOTAL ACTUAL EXPENSES
TOTAL VARIANCE

1. FOOD & BEVERAGE

CATEGORY / ITEM DESCRIPTION	QTY/HRS	BUDGETED COST	ACTUAL COST	VARIANCE
Appetizers / Hors d'oeuvres				
Main Course Plated / Buffet				
Desserts / Cake				
Non-Alcoholic Beverages				
Bar & Alcohol Services				
Subtotal - Food & Beverage				

2. LABOR & STAFFING

STAFF ROLE	QTY/HRS	BUDGETED COST	ACTUAL COST	VARIANCE
Event Chefs / Kitchen Staff				
Servers / Waitstaff				
Bartenders				
Setup & Clean-up Crew				
Subtotal - Labor & Staffing				

3. EQUIPMENT & RENTALS

RENTAL ITEM	QTY/HRS	BUDGETED COST	ACTUAL COST	VARIANCE
Tables & Chairs				
Linens, Napkins & Tablecloths				
Dinnerware, Flatware & Glassware				
Chafing Dishes & Serving Platters				
Subtotal - Equipment & Rentals				

4. FEES & MISCELLANEOUS

DESCRIPTION	QTY/HRS	BUDGETED COST	ACTUAL COST	VARIANCE
Delivery, Transport & Fuel				
Service Charge / Operations Fee				
Gratuity / Tips				
Permits / Licensing (e.g. Health, Alcohol)				
Subtotal - Fees & Misc				

GRAND TOTALS

SUMMARY		BUDGETED COST	ACTUAL COST	VARIANCE
GRAND TOTAL				

NOTES & SPECIAL INSTRUCTIONS

Client Signature & Date

Catering Representative Signature & Date