

YEAR-END STAFF PARTY EXPENSE CALCULATOR

Employee Holiday Event Planning & Budgeting

EVENT DATE

LOCATION / VENUE

ESTIMATED ATTENDANCE

TOTAL ALLOCATED BUDGET

EXPENSE CATEGORY & DESCRIPTION	BUDGETED COST (\$)	ACTUAL COST (\$)	VARIANCE (\$)
Venue & Catering			
Entertainment & Activities			
Decorations & Theme			
Gifts, Prizes & Favors			
Logistics & Miscellaneous			

EXPENSE CATEGORY & DESCRIPTION	BUDGETED COST (\$)	ACTUAL COST (\$)	VARIANCE (\$)
Total Expenses			