

CORPORATE PICNIC AND GATHERING COST CALCULATOR

Expense Template for Company Picnics and Socials

Event Name

Event Date

Location / Venue Name

Estimated Attendance

Total Budget Allocated (\$)

Coordinator / Department

1. Venue & Permits			
2. Food, Beverage & Catering			
3. Entertainment, Games & Prizes			
4. Logistics, Rentals & Decor			

5. Miscellaneous, Staffing & Contingency			
GRAND TOTAL			

Strategic Notes & Post-Event Observations

Prepared By

Approved By (Finance/HR)