

OFFICE PICNIC & SOCIAL EVENT BUDGET PLANNER

Expense Template for Company Picnics and Socials

Event Name:		Date of Event:	
Location/Venue:		Event Coordinator:	
Expected Attendance:		Total Approved Budget:	

EXPENSE ITEM	ESTIMATED COST	ACTUAL COST	VARIANCE (+ / -)	NOTES
1. Venue & Logistics				
Site Rental / Permit Fee				
Equipment Rental (Tents, Tables, Chairs)				
Transportation / Parking Pass				
Waste Disposal / Clean-up Fees				
2. Food & Beverage				
Catering Services				
Soft Drinks & Water				
Alcoholic Beverages (Permit/Bar Service)				
Ice, Utensils, Plates & Napkins				
3. Entertainment & Activities				
Music / DJ / Sound System				
Games & Team Building Equipment				
Kids' Activities (Inflatables, Face Painting)				
4. Prizes, Favors & Miscellaneous				
Raffle Prizes & Trophies				
Company Swag / Giveaways				
Decorations & Signage				
First Aid Kit / Safety Supplies				
TOTALS				