

EMPLOYEE HOLIDAY PARTY EXPENSE TEMPLATE

Budget vs. Actual Expenses Planning Sheet

Event Title:

Event Date:

Organizer / Dept:

Estimated Guest Count:

EXPENSE CATEGORY / ITEM	ESTIMATED BUDGET	ACTUAL COST	VARIANCE	STATUS / NOTES
Venue & Catering				
Venue Rental / Booking Fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Catering & Food Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Beverages & Bar Service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Staff Gratuity / Service Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entertainment & Activities				
Music (DJ / Band)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Photo Booth Rental	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Performers / Guest Speakers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Decorations & Ambience				
Centerpieces & Table Decor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lighting & Audio Visual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Theme Backdrops & Props	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prizes & Gifts				
Raffle Prizes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXPENSE CATEGORY / ITEM	ESTIMATED BUDGET	ACTUAL COST	VARIANCE	STATUS / NOTES
Employee Party Favors / Take-home Gifts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Miscellaneous / Administrative				
Invitations (Digital/Print)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transportation / Shuttles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Event Insurance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Photographer / Videographer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL EXPENSES	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Additional Notes & Comments: