

MARKETING & PROMOTIONAL EVENT BUDGET

EVENT NAME

DATE OF EVENT

EVENT COORDINATOR

TARGET AUDIENCE / GOAL

1. Venue & Logistics

2. Marketing & Promotion

3. Speakers & Entertainment

4. Food & Beverage

5. Merchandising & Giveaways

6. Technology & Staffing

Total Event Expenses

TOTAL ALLOCATED BUDGET

TOTAL ACTUAL SPEND

REMAINING BALANCE