

OFFICE HOLIDAY EVENT BUDGET & EXPENSE PLANNER

Expense Template for Company Parties and Holiday Meals

EVENT TITLE	
EVENT DATE & TIME	
VENUE / LOCATION	
ESTIMATED ATTENDANCE	
TOTAL BUDGET ALLOCATED	
TOTAL ACTUAL SPEND	
REMAINING BALANCE / VARIANCE	

1. Venue, Food & Beverage
2. Entertainment & Decor

3. Gifts, Prizes & Favors

4. Logistics & Miscellaneous

Total Holiday Event Expenses

APPROVAL & NOTES