

ANNUAL OFFICE PARTY & SOCIAL EVENT BUDGET

Expense Template for Company Parties and Holiday Meals

EVENT NAME

EVENT DATE

VENUE / LOCATION

TARGET ATTENDANCE

EXPENSE CATEGORY & ITEM	ESTIMATED COST	ACTUAL COST	VARIANCE	NOTES
1. Venue & Rentals				
Venue Hire Fee				
Equipment Rental (Tables, Chairs, Linens)				
Audio/Visual Equipment & Lighting				
Decorations & Centerpieces				
2. Food & Beverage				
Catering Services (Holiday Meals / Buffet)				
Bar Service & Beverages (Alcoholic)				
Soft Drinks & Water				
Desserts / Holiday Cake				
3. Entertainment & Activities				
DJ / Live Band				

EXPENSE CATEGORY & ITEM	ESTIMATED COST	ACTUAL COST	VARIANCE	NOTES
Photo Booth Rental				
Games, Prizes & Raffles				
4. Logistics & Staffing				
Invitations & Printed Materials				
Event Staff / Security				
Transportation / Guest Shuttles				
5. Miscellaneous				
Photography / Videography				
Gifts / Party Favors for Employees				
Contingency Fund				
TOTAL PROJECTED BUDGET				