

# Holiday Party & Corporate Event Expense Sheet

Expense Template for Company Parties and Holiday Meals

EVENT TITLE

EVENT DATE

COORDINATOR

VENUE/LOCATION

TOTAL BUDGET

TOTAL PROJECTED

ACTUAL TOTAL SPEND

## 1. Venue & Catering

Venue Rental

Food Service

Bar & Beverage

Staff Gratuity

**Subtotal -  
Venue &  
Catering**

## 2. Entertainment & Activities

DJ / Live Music / Band

Photobooth Rental

Guest Speaker / Performer

**Subtotal -  
Entertainment**

3. Decor, Prizes & Favors

Table Center

Balloons, Bar

Raffle Prizes

Party Favors

**Subtotal -  
Decor &  
Gifts**

4. Logistics & Miscellaneous

Invitations &

Event Insuranc

Transportation

AV Equipment

**Subtotal -  
Logistics**