

CLIENT APPRECIATION EVENT EXPENSE TRACKER

Event Name:

Event Date:

Location/Venue:

Event Organizer:

TOTAL BUDGET

\$

TOTAL ACTUAL EXPENSES

\$

REMAINING BALANCE

\$

Venue Rental

Catering / Food & Beverage

Entertainment / Guest Spea

Decorations / Florals

AV / Lighting / Sound Equip

Invitations / Print / Signage

Client Gifts / Takeaway Favc

TOTALS

Photography / Videography

Transportation / Valet Service

Event Staffing / Security

Permits / Insurance / Licenses

Contingency / Miscellaneous:

TOTALS

Prepared By (Name & Title) Date

Approved By (Name & Title) Date