

GROUP EVENT FINANCIAL PLANNING TEMPLATE

Team Building Activities & Budget Tracking

Event Name:

Event Date:

Event Organizer:

Target No. of Attendees:

TOTAL BUDGET LIMIT

TOTAL ESTIMATED COST

TOTAL ACTUAL COST

REMAINING BALANCE

EXPENSE ITEM / DESCRIPTION	CATEGORY	ESTIMATED COST	ACTUAL COST	NOTES / REFERENCE
1. Venue & Accommodation				
2. Food & Beverage				
3. Activities & Facilitators				

EXPENSE ITEM / DESCRIPTION	CATEGORY	ESTIMATED COST	ACTUAL COST	NOTES / REFERENCE
4. Transport & Logistics				
5. Miscellaneous & Prizes				
TOTALS:				

Planning Notes & Special Requirements