

# ANNUAL CLIENT APPRECIATION EVENT COST TRACKER

EVENT NAME

EVENT DATE

VENUE / LOCATION

TARGET ATTENDANCE

TOTAL BUDGET

TOTAL ACTUAL COST

TOTAL VARIANCE

Venue & Logistics

Food & Beverage

Entertainment & Production

Gifts, Prizes & Favors

**Marketing & Invitations**

**Miscellaneous / Contingency**

**NOTES & SPECIAL INSTRUCTIONS**