

CATERING EXPENSE BUDGET

MARKETING & PUBLIC RELATIONS DEPARTMENT

Event / Campaign
Name

Date of Event

Target Audience

Location / Venue

Project Manager

Cost Center / Code

TOTAL ALLOCATED BUDGET

TOTAL ACTUAL EXPENSES

REMAINING / VARIANCE

1. Food & Beverage Expenses

Welcome Drinks / Cocktails

Hors d'oeuvres / Appetizers

Main Course / Buffet

Desserts

Non-Alcoholic Beverages

Bar Service (Wine/Beer/Spirits)

Subtotal - Food & Beverage

2. Staffing & Service Expenses

Event Chefs / Kitchen Staff

Waitstaff / Servers

Bartenders

Event Supervisor / Coordinator

Subtotal - Staffing & Service

3. Rentals, Setup & Miscellaneous

Tableware, Glassware & Flatware

Linens, Tables & Chairs

Delivery, Setup & Clean-up Fees

Gratuity / Tips

Applicable Taxes

Subtotal - Rentals & Misc

Summary of Event Catering Budget

1. Food & Beverage Expenses

2. Staffing & Service Expenses

3. Rentals, Setup & Miscellaneous

GRAND TOTAL

NOTES & COMMENTS

Prepared By (Marketing/PR Lead)

Approved By (Department Head / Finance)

