

# HOLIDAY EVENT EXPENSE TEMPLATE

Company Employee Holiday Party Planning

EVENT TITLE

EVENT DATE

COORDINATOR / DEPARTMENT

TOTAL APPROVED BUDGET

EXPENSE CATEGORY	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	NOTES / VENDOR DETAILS
Venue Rental				
Catering & Food				
Beverages & Bar				
Entertainment / DJ / Music				
Decorations & Theme				
Gifts / Prizes / Favors				
Photography / Photo Booth				
Invitations / Marketing				
Transportation / Lodging				
Miscellaneous / Contingency				
<b>Total</b>				

PREPARED BY (SIGNATURE & DATE)

APPROVED BY (SIGNATURE & DATE)

