

# CUSTOMER THANK YOU EVENT BUDGET SHEET

Expense Template for Client Appreciation Events

**Event Name:**

**Event Date:**

**Venue/Location:**

**Target Attendance:**

**1. Venue & Catering**

\$ \$

\$ \$

\$ \$

**2. Entertainment & Activities**

\$ \$

\$ \$

**3. Gifts & Giveaways**

\$ \$

\$ \$

**4. Marketing, Invites & Print**

\$ \$

\$ \$

**5. Staffing & Operations**

|    |    |
|----|----|
| \$ | \$ |
| \$ | \$ |

**Budget Summary**

TOTAL PROJECTED BUDGET

\$

TOTAL ACTUAL SPEND

\$

TOTAL VARIANCE

\$

**Additional Comments / Event Notes**