

CLIENT APPRECIATION DINNER

BUDGET TEMPLATE

Event Name:

Event Date:

Venue/Location:

Target Guest Count:

Venue & Catering

Venue Rental Fee

Food / Plated Dinner

Beverages / Bar Service

Staff Gratuity & Service Fees

Decor & Atmosphere

Floral Arrangements / Centerpieces

Table Linens & Place Settings

Signage & Printed Menus

Entertainment & Program

Audio/Visual Equipment Rental

Guest Speaker / Entertainment

Photographer

Marketing & Guest Experience

Invitations & Postage

Client Appreciation Gifts / Favors

Miscellaneous

Event Insurance

Contingency Fund

TOTAL BUDGET

NOTES / COMMENTS