

PROMO EVENT COST & EXPENSE STATEMENT

Promotional Event Financial Reconciliation

Event Name		Date of Event	
Event Location		Organizer / Dept	
Reference No.		Project Code	

TOTAL BUDGET ALLOCATED
TOTAL ACTUAL SPEND
NET VARIANCE (+ / -)

Expense Category & Item Description	Ref / Invoice	Budget (\$)	Actual (\$)	Variance (\$)	Notes / Comments
1. Venue & On-Site Logistics					
2. Marketing, Signage & Promotional Materials					
3. Catering & Hospitality					
4. Staffing, Talent & Entertainment					
5. Technology, Admin & Contingencies					
TOTAL EVENT EXPENSES					

Prepared By (Name & Signature)

Date: _____

Reviewed By (Name & Signature)

Date: _____

Approved By (Name & Signature)

Date: _____