

GALA DINNER & NETWORKING EVENT

BUDGET & EXPENSE TEMPLATE

EVENT NAME:

DATE OF EVENT:

VENUE:

PREPARED BY:

TARGET ATTENDANCE:

TOTAL BUDGET LIMIT:

Revenue

Ticket Sales / Registration

Corporate Sponsorships

Silent Auction / Raffle

Individual Donations

Internal Funding / Grants

Total Revenue

Venue & Catering

Venue Rental Fee

Food & Catering Services

Beverages & Bar Service

Service Charges & Gratuity

Program & Entertainment

Keynote Speakers / MC Fees

Live Band / DJ / Performers

Audio-Visual (AV) Equipment & Technical Support

Stage Production & Lighting

Decor & Guest Experience

Floral Arrangements & Table Centerpieces

Linens, Tableware & Chair Covers

Photography & Videography

Guest Favors / Gift Bags

Marketing, Invitations & Print

Graphic Design (Invites, Programs, Signage)

Print Collateral (Programs, Menus, Banners)

Digital Marketing & Email Campaigns

Administration, Logistics & Security

Event Insurance & Permits

Security Personnel

Transportation & Valet Parking Services

Contingency / Miscellaneous

Total Expenses

PROJECTED NET BALANCE

ACTUAL NET BALANCE

NET VARIANCE