

OFFICE HOLIDAY CELEBRATION

Budget & Expense Worksheet

Event Date:

Total Budget (\$):

Target Attendance:

Actual Attendance:

Coordinator/Dept:

Location/Venue:

BUDGET CATEGORY & ITEMS	EST. COST (\$)	ACTUAL COST (\$)	VARIANCE (\$)	NOTES
1. Venue & Facilities				
Venue Rental Fee				
Equipment Rentals (Tables, Chairs, Linens)				
Setup & Cleanup Fees				
Security / Staffing				
2. Food & Beverage				
Catering / Food Service				
Bar & Beverages				
Desserts / Holiday Treats				
Gratuity & Service Charges				
3. Entertainment, Decor & Activities				
Music / DJ / Performer				
Holiday Decorations & Centerpieces				
Photo Booth / Photographer				
Games, Activities & Materials				
4. Gifts, Prizes & Favors				
Raffle Prizes & Door Prizes				
Employee Holiday Gifts / Favors				
Awards / Recognition Items				

BUDGET CATEGORY & ITEMS	EST. COST (\$)	ACTUAL COST (\$)	VARIANCE (\$)	NOTES
5. Miscellaneous & Administration				
Invitations / RSVP Management				
Transportation / Parking Subsidy				
Contingency / Miscellaneous				
TOTAL EXPENSES				