

# BANQUET & CATERING COST ESTIMATION

Expense Estimation & Event Proposal Template

CLIENT / ORGANIZATION NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE / EMAIL \_\_\_\_\_

EVENT DATE & TIME \_\_\_\_\_

EVENT TYPE / VENUE \_\_\_\_\_

ESTIMATED GUEST COUNT \_\_\_\_\_

## 1. FOOD & BEVERAGE SELECTION

| ITEM / MENU DESCRIPTION | QUANTITY / GUESTS | UNIT PRICE (\$) | TOTAL PRICE (\$) |
|-------------------------|-------------------|-----------------|------------------|
|                         |                   |                 |                  |
|                         |                   |                 |                  |
|                         |                   |                 |                  |
|                         |                   |                 |                  |

## 2. STAFFING & LABOR

| STAFF ROLE / SERVICE | QUANTITY / HOURS | RATE (\$) | TOTAL PRICE (\$) |
|----------------------|------------------|-----------|------------------|
|                      |                  |           |                  |
|                      |                  |           |                  |
|                      |                  |           |                  |

## 3. RENTALS & LOGISTICS

| EQUIPMENT / SETUP ITEM | QUANTITY | UNIT COST (\$) | TOTAL PRICE (\$) |
|------------------------|----------|----------------|------------------|
|                        |          |                |                  |
|                        |          |                |                  |
|                        |          |                |                  |

4. COST SUMMARY

|                              |  |
|------------------------------|--|
| Subtotal                     |  |
| Service Charge /<br>Gratuity |  |
| Sales Tax                    |  |
| Estimated Grand<br>Total     |  |

CLIENT SIGNATURE & DATE

REPRESENTATIVE SIGNATURE & DATE