

MARKETING & PUBLIC RELATIONS

CATERING BUDGET & EXPENSE TEMPLATE

EVENT NAME / CAMPAIGN

DATE OF EVENT

PR / MARKETING OBJECTIVE

TARGET GUEST COUNT

EVENT COORDINATOR

CATERING VENDOR

TOTAL BUDGET

TOTAL ESTIMATED COST

TOTAL ACTUAL COST

TOTAL VARIANCE

1. FOOD & BEVERAGE

ITEM DESCRIPTION	QTY / HEADCOUNT	UNIT COST	EST. TOTAL	ACTUAL TOTAL	VARIANCE
Subtotal Food & Beverage					

2. STAFFING & SERVICE

STAFF ROLE / SERVICE	HOURS / QTY	RATE	EST. TOTAL	ACTUAL TOTAL	VARIANCE

STAFF ROLE / SERVICE	HOURS / QTY	RATE	EST. TOTAL	ACTUAL TOTAL	VARIANCE
Subtotal Staffing					

3. RENTALS, EQUIPMENT & LOGISTICS

RENTAL / FEE DESCRIPTION	QTY	UNIT COST	EST. TOTAL	ACTUAL TOTAL	VARIANCE
Subtotal Rentals & Logistics					

4. TAXES, GRATUITIES & FEES

FEE DESCRIPTION	RATE % / FIXED	BASE AMOUNT	EST. TOTAL	ACTUAL TOTAL	VARIANCE
Subtotal Fees					

PREPARED BY (MARKETING/PR COORDINATOR)

APPROVED BY (BUDGET OWNER / DEPARTMENT HEAD)