[Company name]

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Event planning budget tracker

Event budget - every line item, budgeted vs actual.

Event	[Event name]
Date	[Date]
Total budget	[£ amount]

Budget

Description	Qty	Unit price	Amount
Venue hire			[£ amount]
Catering - [covers]	[covers]	[£ per head]	[£ amount]
AV and production			[£ amount]
Décor and flowers			[£ amount]
Staffing			[£ amount]
Contingency			[£ amount]

Totals

	Amount
Total budgeted	[£ amount]
Total actual	[£ amount]
Variance	[£ amount]

Sign-off

Name	Signature	Date