

# Plan your event budget with Guidebook!

To use this spreadsheet, click File > Make A Copy > Rename file if desired > Select "Make a copy".



All Staff	Amount
Compensation & gratuities	
Travel	
Accommodations	
Food	
<b>Total</b>	<b>\$0</b>

Facility	Amount
Venue rental	
Furniture, serving items, decor	
Food/drinks	
A/V equipment & labor	
Security	
Badge scanning	
<b>Total</b>	<b>\$0</b>

Logistics	Amount
Event insurance	
Contracts	
Premiums	
<b>Total</b>	<b>\$0</b>

Registration	Amount
Software	
Badge printing	
Signage	
<b>Total</b>	<b>\$0</b>

Marketing	Amount
Marketing tools (email, survey)	
Printing	
Shipping	
Video Production	
Photography	
Web development	
Media relations	
Swag/merchandise/giveaways	
<b>Total</b>	<b>\$0</b>

Sponsors	Amount
Thank you gifts	
<b>Total</b>	<b>\$0</b>

Entertainment	Amount
Music/DJ	
Gaming rentals	
Auctioneer	
Offsite venue	
<b>Total</b>	<b>\$0</b>

Sponsors	Amount
Airport shuttle	
Charging stations	
Storage	
<b>Total</b>	<b>\$0</b>

Communications	Amount
Mobile app	
Printing	
Signs	
Maps	
Flyers	
Badge scanning	
<b>Total</b>	<b>\$0</b>

Total Budget	Amount
All staff	\$0
Facility	\$0
Logistics	\$0
Registration	\$0
Marketing	\$0
Sponsors	\$0
Entertainment	\$0
Sponsors	\$0
Communications	\$0
<b>Total</b>	<b>\$0</b>

## Plan the Budget

Your new motto: Let there be no surprises! (There will probably be a few, but it's not a bad goal.)

You will be more successful if you plan your entire budget in advance, work in stages, and stay very close to the process.

Begin by listing everything you will need - ideally - for your event. Comb through your project plan to trigger any forgotten items. You can start with our example here, designed for a hotel-based conference, and add or subtract costs based on your event's specific needs.

