

	Day 1	Day 2	Day 3	Day 4	Day 5
Venue:					
Dates					
Main meeting room space					
Break out rooms					
Meal rooms					
Sleeping rooms					
Tables					
Chairs					
Lines					
Staging					
Wifi					
Total Venue Cost Per Day					
Total Venue Cost For Event					
Sound Systems 1 x \$					
Engineers 1 x \$					
Videographer					
Photographer					
Special Lighting					
Staging					
Confidence Monitor 1 x \$					
Screens 1 x \$					
Screen Drape 1 x \$					
Count Down Timer 1 x \$					
Total Cost of A/V Per Day					
Total Cost of AV For Event					
Food & Beverage					
Breakfast \$ per person					
Lunch \$ per person					
Dinner \$ per person					
Break Snacks \$ per person					
Open Bar \$ per person					
Bartender for Cash Bar					
Tables					
Chairs					
Lines					
Staging					
Service Fee					
Gratuuity					
Total F&B Per Person					
Total F&B for event					

	Day 1	Day 2	Day 3	Day 4	Day 5
Printing					
Invitations					
Registration Badges # _____ x \$ _____					
Lanyards # _____ x \$ _____					
Registration Bags # _____ x \$ _____					
Binders # _____ x \$ _____					
Program Books # _____ x \$ _____					
B&W Handouts # _____ x \$ _____					
Color Handouts # _____ x \$ _____					
Trophies/Plaques					
Branded Pens					
Miscellaneous Printed Collateral					
Signs					
Banners					
Shipping Charges for items above					
Shipping Charges to get items to Venue					
Total Printing Cost Per Day					
Total Printing Cost For Event					
Staff/Guest Transportation					
Staff Airfare/Gas # _____ x \$ _____					
Speakers Airfare/Gas # _____ x \$ _____					
Staff sleeping room # _____ x \$ _____					
Speakers sleeping room # _____ x \$ _____					
From Airport to Venue # _____ x \$ _____					
VIPs # _____ x \$ _____					
Speakers # _____ x \$ _____					
Total Cost per person:					
Total Cost					
Misc. Event Costs					
Theme Décor					
Gifts for attendees, speakers, VIPs					
Centerpieces					
Floral for Stage					
Stage Chairs, Couch, Décor					
Stylist for Host					
Total Misc Cost Per Day					
Total Misc Cost For Event					
Group Activities					
Entertainment in Venue					



The Ultimate Corporate Event Planner's Budget Checklist

	Day 1	Day 2	Day 3	Day 4	Day 5
Entertainment off site (show)					
Team Building					
Transportation to/from entertainment					
Total Group Activity Cost Per Person					
Total Group Activity Cost For Event					
Total Cost for Event Per Day					
Total Cost for Event					