



## SAMPLE BUDGET SHEET

No matter how big or small your event or event budget may be, Vendere Partners can help you develop a solid budget sheet by determining what items are needed, finding the most cost-effective options, and accurately tracking all costs. With more than a decade of experience in event logistics and event audience acquisition, Vendere knows what it takes to pull off successful events of all types and sizes. Do you need assistance with developing or working within an event budget? Vendere has the resources and expertise you need to get the job done.

	BUDGET			ACTUAL		
	Est. #	Cost ea.	Est. \$	Actual #	Cost ea.	Actual
<b>FOOD &amp; BEVERAGE</b>						
Meals	30	\$25.00	\$750.00	44	\$25.00	\$1,100.00
Tax & Service Charge	30	\$7.49	\$224.70	44	\$7.49	\$329.56
Sub-total			\$974.70			\$1,429.56
<b>GRAPHICS &amp; SIGNAGE</b>						
24 x 36 Directional Sign	2	\$201.50	\$403.00	2	\$201.50	\$403.00
HP Public Sector Sign	2	\$5.00	\$10.00	2	\$5.00	\$10.00
45-page P4800 Event Presentation	30	\$22.50	\$675.00	40	\$22.50	\$900.00
Customer Survey	30	\$0.50	\$15.00	40	\$0.50	\$20.00
HP Public Sector Raffle Form	30	\$0.50	\$15.00	40	\$0.50	\$20.00
Name Badges	30	\$1.00	\$30.00	40	\$1.00	\$40.00
HTML Graphic Design	1	\$225.00	\$225.00	1	\$225.00	\$225.00
Sub-total			\$1,373.00			\$1,618.00
<b>EVENT PRODUCTION</b>						
Management Fee/Per Head - Registered	30	\$100.00	\$3,000.00	46	\$100.00	\$4,600.00
Venue Negotiation & Contracting	2	\$250.00	\$500.00	2	\$250.00	\$500.00
Rental Screen	2	\$67.50	\$135.00	2	\$67.50	\$135.00
LCD Projector w/ Wireless Mouse	2	\$180.00	\$360.00	2	\$180.00	\$360.00
Parking	30	\$5.00	\$150.00	0	\$5.00	\$0.00
Room Rental	0	\$500.00	\$0.00	0	\$500.00	\$0.00
Sub-total			\$4,145.00			\$5,595.00
Postage & Shipping	2	\$175.00	\$350.00	2	\$189.21	\$378.42
Meeting Box & Materials	2	\$81.25	\$162.50	2	\$81.25	\$162.50
Sub-total			\$512.50			\$540.92
<b>Totals</b>			<b>\$7,005.20</b>			<b>\$9,183.48</b>