

Use our “Budget for event template” to help you budget and track costs and paid invoices.

At the beginning of work on the template, you need to fill in 2 fields at the top of the table:

- “Event budget” - you must specify the total budget for the event;
- “Event Date” - you must specify the date of the event so that the template tells you how many days are left to prepare.

The template contains 8 mini-tables containing several cost items for the event, depending on the category. These are the categories:

- Venue
- Decorations
- Food/ Beverage
- Event Documentation
- Entertainment
- Publicity
- Program
- Miscellaneous.

Consider filling in the example of a table of one of the categories:

Decorations	9.6%	Estimated	Actual	Difference	Already paid	Due
Flowers		\$300	\$1,300	-\$1,000	\$300	\$1,000
Candles			\$200	-\$200	\$200	
Lighting		\$100	\$120	-\$20		\$120
Balloons		\$200	\$150	\$50		\$150
Paper supplies						
<b>Total:</b>		\$600	\$1,770	-\$1,170	\$500	\$1,270

Next to the category name at the top of the table, a percentage value is indicated - this is the weight of expenses for this category from the total expenses for the event.

In the first column, you will see a list of expense items.

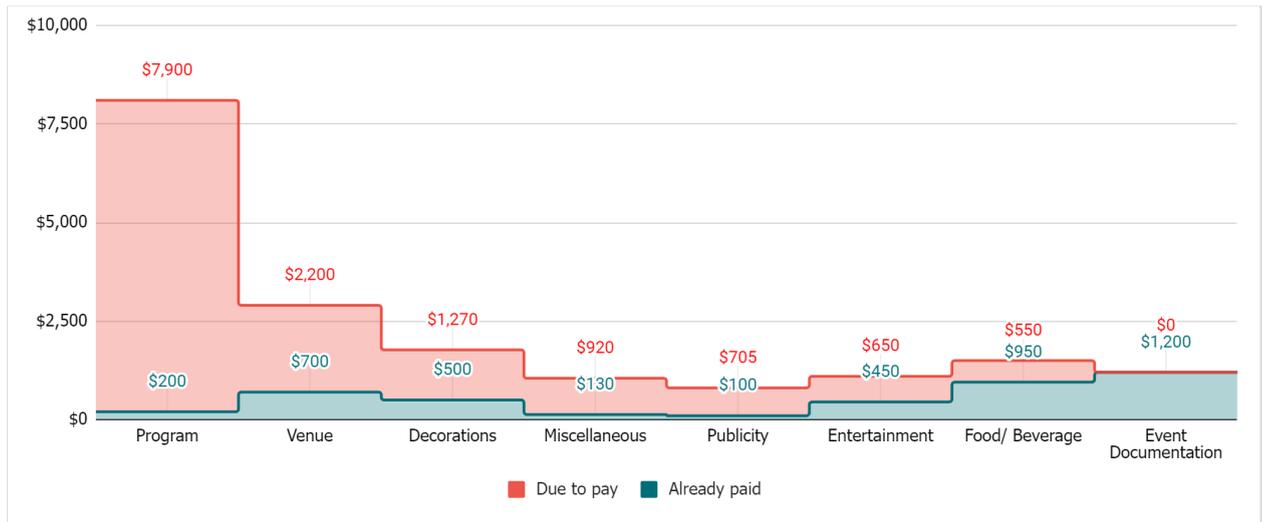
In the “Estimated” column, indicate the planned expenses and the actual costs in the “Actual” column. Then in the “Difference” column, you will see the difference between these two values.

In the “Already paid” column, indicate the part already paid for each expense item. If you paid only an advance payment, then the “Due” column will display the amount to be paid.

At the bottom of each table, there is a total row, in which you will see the totals for the columns.

Complete the tables for each category in the same way.

At the bottom of the template, you will find a visualization of your budget and expenses. The red color shows the amounts for each category that have not yet been paid. Paid amounts will be displayed in green. At the beginning of the preparation of the event, all amounts will be displayed in red (as unpaid), and later they will change to green.



At the top of the table is a table with totals:

- "Total cost" - the total value of the actual budget for the event will be displayed here;
- "Still available" - the available amount for expenses will be displayed here (the difference between the estimated budget and the actual amount of expenses);
- "Already paid" - the total paid amount will be displayed here;
- "Remaining to pay" - this will display the total amount that still needs to be paid;
- "Used budget" - the percentage of the current use of the set budget will be shown here;
- "Days left" will display the number of days left before the event.

Event budget	\$20,000	Already paid	\$4,230	Event Date	07/25/22
Total cost	\$18,425	Remaining to pay	\$14,195	Days left	180
Still available	\$1,575	Used budget	92.1%		