

Event Budget Planning Worksheet

Organization/Department:

Point of Contact:

Event Title:

Event Date:

Budget:

Date Paid:

Fees	Description of Services	Estimated \$	Actual \$
Facility Use Fee: Location(s):			
A/V Equipment Academic Technology: University Center:			
Resource Rentals:			
Setup/Teardown Labor Facilities Services: University Center:			
Housekeeping: Facilities Services: University Center:			
Catering Aramark Approved Caterer:			
Parking:			
University Police:			
Publicity:			
Supplies:			
Risk Management Insurance: Other:			
Entertainment:			
Equipment:			
Travel:			
Lodging:			
Deposits:			
Decorations:			
Other:			
Cancellation/Late:			
Restoration/Damages:			
Discount:			
Anticipated Income:			
Notes:		Estimated Total:	Actual Total: