

# Catering and Refreshments Budget Outline

## Event Details

Event Name	Annual Team Meeting
Date	July 15, 2024
Location	Main Conference Room
Estimated Attendees	50

## Budget Breakdown

Description	Unit Cost	Quantity	Total
Morning Refreshments (Coffee, Tea, Pastries)	\$5.00	50	\$250.00
Lunch (Buffet)	\$15.00	50	\$750.00
Afternoon Snacks	\$4.00	50	\$200.00
Beverages (Water, Soft Drinks)	\$2.00	50	\$100.00
Subtotal			\$1,300.00
Service Charges & Gratuity	15%	—	\$195.00
Total Estimated Budget			\$1,495.00

## Important Notes

- Budget estimates should be confirmed with vendors before finalizing.
- Adjust quantities and menu based on actual RSVP numbers before event date.
- Include a buffer for unexpected expenses (typically 5-10%).
- Specify dietary restrictions or preferences to caterers early on.
- Keep receipts and invoices for reconciliation and record keeping.