

Event Management Budget Summary

Event Name:	Annual Corporate Gala Dinner	Date:	September 12, 2024
Venue:	Grand Ballroom, City Hotel	Prepared By:	Event Manager

Budget Breakdown

Category	Estimated Cost	Actual Cost
Venue Rental	\$5,000	\$5,200
Catering	\$8,000	\$7,800
Audio/Visual Equipment	\$2,000	\$1,950
Decorations	\$1,200	\$1,100
Entertainment	\$1,500	\$1,400
Marketing/Promotion	\$700	\$600
Staffing	\$1,000	\$1,000
Miscellaneous	\$600	\$500
Total	\$20,000	\$19,550

Summary

Total Estimated Budget	\$20,000
Total Actual Expenses	\$19,550
Variance	\$450 (Under Budget)

Important Notes

- This summary is a snapshot of financial planning and actual spending for the event.
- All estimates should be based on firm vendor quotations where possible.
- Final expenses may vary and should be updated post-event for accurate reporting.
- Keep receipts and supporting documentation with the budget for auditing purposes.
- Review budget variance to enhance planning for future events.