Event Management Budget Summary

Event Name: Annual Sales Conference 2024 | **Date:** July 15, 2024

Budget Overview

Category	Estimated Cost	Actual Cost	Variance
Venue & Facility	$5,000	$4,800	-$200
Catering	$3,000	$3,100	+$100
Audio Visual	$2,200	$2,200	$0
Speakers & Entertainment	$1,500	$1,400	-$100
Promotions & Materials	$1,000	$900	-$100
Logistics & Transportation	$600	$650	+$50
Miscellaneous	$400	$350	-$50
Total	**$13,700**	**$13,400**	**-$300**

Cost Percentage Breakdown

Category	% of Actual Total
Venue & Facility	35.8%
Catering	23.1%
Audio Visual	16.4%
Speakers & Entertainment	10.4%
Promotions & Materials	6.7%
Logistics & Transportation	4.8%
Miscellaneous	2.6%

Summary

Total Budgeted: $13,700
Actual Spent: $13,400
Variance: -$300 (Under Budget)

The 2024 Annual Sales Conference was completed under budget. The main savings were realized in venue and entertainment costs, offsetting minor overages in catering and transportation.

Important Notes

- Ensure detailed estimation and tracking of all cost categories to avoid surprises.

- This summary format is suitable for sharing with stakeholders in executive meetings and presentations.
- Regular budget reviews improve financial control and foster transparency.
- Clear documentation helps post-event evaluation and planning for future events.
- Adjust categories and data fields as needed for your event's requirements.