

Simple Budget Summary - Event Planning

Event Details

Event Name	Annual Community Gathering
Date	August 20, 2024
Venue	City Hall Conference Room

Budget Summary

Category	Estimated Cost	Actual Cost
Venue Rental	\$1,000	\$950
Catering	\$1,500	\$1,450
Decorations	\$500	\$480
Audio/Visual	\$600	\$620
Marketing & Promotion	\$400	\$390
Miscellaneous	\$200	\$170
Total	\$4,200	\$4,060

Key Notes

- Keep all receipts and documentation for expenses.
- Compare estimated vs. actual costs to identify variances.
- Allocate a portion of the budget for unforeseen expenses.
- Review the budget summary regularly during planning.
- Adjust planning if anticipated expenses exceed the allocated budget.