

Standardized Event Management Budget

Event Name:

Sample Corporate Summit 2024

Date:

August 15, 2024

Location:

Downtown Convention Center

Prepared By:

Samantha Lewis

Approval:

Budget Overview

Category	Item Description	Estimated Cost	Actual Cost	Notes
Venue	Main Hall Rental	\$5,000	\$4,800	Negotiated 4% discount
Catering	Lunch & Beverages	\$3,500	\$3,700	Final guest count increased
Audio/Visual	Projectors, Microphones	\$1,200	\$1,100	
Marketing	Promotional Materials	\$800	\$750	
Staffing	Volunteers & Support	\$600	\$620	Includes overtime
Décor	Signage & Flowers	\$400	\$390	
Total		\$11,500	\$11,360	

Summary

Estimated Total Budget: \$11,500

Actual Total Expenses: \$11,360

Variance: \$140 (Under Budget)

Important Notes

- Always update estimated costs with actual amounts for future reference and transparency.
- Include clear notes for any variances or special considerations in each category.
- Obtain necessary approvals before finalizing large expenditures.
- Maintain all supporting invoices and receipts for audit and reconciliation purposes.
- Customize categories as needed to fit the specific type of event.