

ISCP Event Planning Template

Event Budget Planner

Complete this template to plan and track your event budget

Event Details

Event Name:	
Event Date:	
Expected Attendance:	
Budget Owner:	
Approval Date:	

Budget Breakdown

Category	Item	Estimated Cost	Actual Cost	Notes
Venue	Room Hire	€	€	
	Equipment/AV	€	€	
	Parking	€	€	
Catering	Refreshments	€	€	
	Lunch/Dinner	€	€	
	Dietary Special	€	€	
Speakers	Speaker Fees	€	€	
	Travel Expenses	€	€	
	Accommodation	€	€	
Marketing	Design/Print	€	€	
	Advertising	€	€	
	Social Media	€	€	
Materials	Name Badges	€	€	
	Handouts/Resources	€	€	
	Certificates	€	€	
Admin	Insurance	€	€	

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	Registration System	€	€	
	Contingency (10%)	€	€	
TOTAL		€	€	

Budget Notes & Assumptions

Use this space to document budget assumptions, approval notes, and variance explanations:
