

Event Budget Template

Event Date:

Event Budget:

Event Categories	Estimated Cost	Actual Cost
Venue & Logistics		
Venue hire		
Event insurance		
Permits & licenses		
Security & staffing		
Transportation & accommodation		
Marketing & Promotion		
Printing & graphic design		
Experiential marketing		
Digital/online advertising		
Offline advertising		
Event Production		
AV equipment		
Lighting & sound		
Staging & set design		
Photography & Videography		
Catering & Hospitality		
Food & beverages		
Bar service		
Catering staff		
Entertainment & Speakers		
Keynote speakers		
Performers, entertainment & artists		
Contingency Funds		
Total Budget		

This guide covers the most frequently expensed supplier categories and event set up costs. Its purpose is to help you manage, track and organise your event budget. The Lumix platform allows you to upload event briefs and track quotes that come in from suppliers across these verticals. Suppliers can be booked and contracts managed in the platform and our save up to 30% vs rates they can negotiate directly with suppliers as a result of our aggregated spend.