

# Event Budget Template

Event Date:

Event Budget:

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

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.