

Party Budget Template					
VENUE & LOGISTICS					
#	Item	Estimated (\$)	Actual (\$)	Variance	Notes
1	Venue Rental			—	
2	Parking / Valet			—	
3	Permits & Insurance			—	
4	Setup / Breakdown Crew			—	
SUBTOTAL — VENUE & LOGISTICS		\$2,150.00	\$0.00	—	
CATERING & FOOD					
#	Item	Estimated (\$)	Actual (\$)	Variance	Notes
1	Food / Catering Per Head			—	
2	Birthday Cake / Desserts			—	
3	Beverages / Bar Package			—	
4	Disposables / Tableware			—	
SUBTOTAL — CATERING & FOOD		\$2,050.00	\$0.00	—	
DECORATIONS					
#	Item	Estimated (\$)	Actual (\$)	Variance	Notes
1	Balloons & Backdrop			—	
2	Floral Arrangements			—	
3	Table Centerpieces			—	
4	Lighting / LED Decor			—	
SUBTOTAL — DECORATIONS		\$850.00	\$0.00	—	
ENTERTAINMENT					
#	Item	Estimated (\$)	Actual (\$)	Variance	Notes
1	DJ / Live Band			—	
2	Emcee / Host			—	
3	Photo Booth Rental			—	
4	Games / Activities			—	
SUBTOTAL — ENTERTAINMENT		\$1,650.00	\$0.00	—	
PHOTOGRAPHY & VIDEO					
#	Item	Estimated (\$)	Actual (\$)	Variance	Notes
1	Photographer			—	
2	Videographer			—	
3	Photo Prints / Album			—	
SUBTOTAL — PHOTOGRAPHY & VIDEO		\$1,250.00	\$0.00	—	
INVITATIONS & STATIONERY					
#	Item	Estimated (\$)	Actual (\$)	Variance	Notes
1	Printed Invitations			—	
2	Thank You Cards			—	
3	Menu Cards / Signage			—	
SUBTOTAL — INVITATIONS & STATIONERY		\$230.00	\$0.00	—	
GIFTS & FAVORS					
#	Item	Estimated (\$)	Actual (\$)	Variance	Notes
1	Guest Return Gifts			—	
2	Gift Wrapping / Bags			—	
3	Honoree Gift			—	
SUBTOTAL — GIFTS & FAVORS		\$580.00	\$0.00	—	
CONTINGENCY					
#	Item	Estimated (\$)	Actual (\$)	Variance	Notes
1	Emergency / Contingency Reserve (10%)			—	
SUBTOTAL — CONTINGENCY		\$700.00	\$0.00	—	
GRAND TOTAL		\$9,460.00	\$0.00	—	