

Budget Template

Description
1. <u>Pre-Event (Preparatory Work)</u>
Event Action Plan
Media Management/ Invitees
Event Logistics, Staging and Venue Arrangement (please specify)
Subtotal
2. <u>During the Event</u>
<i>A- Valet Parking service</i>
Subtotal
<i>B- Insurance</i>
Subtotal
<i>C- Catering service</i>
F&B
Personnel
Materials
Delivery (refrigerated truck)
Subtotal
<i>D- Hosts/hostesses</i>
Subtotal
<i>E- Photo and Video coverage</i>
Photography
Videography
Live broadcasting
Subtotal
<i>F- Interpretation Service</i>
Interpreter
Equipment renting
Subtotal
3. <u>Post Event</u>
Evaluation report
Subtotal
Total

