



# Budget planning worksheet

Start by thinking through the big “buckets” you need to consider for an event, including:

- Venue space
- Speakers
- Staffing
- Signage and branding
- Food and Beverage
- Attendee Experience
- Marketing
- Event technology
- Transportation
- Furniture and equipment
- Accessibility
- Childcare
- Printing & Supplies
- Health & Safety

Determine which items are must-haves, then estimate the price based on the number of people you expect to attend (e.g. food for 20 people is drastically different from food for 100).

Once you’ve estimated costs for your big buckets, drill down into the knitty gritty for each category. Ex: Printing & Supplies could include many things, including pens, markers, post-its, easel and flip charts, name tags, scissors, tape, etc.

Some pieces of your budget like the venue or translators and childcare providers will require getting quotes. Request those early in the budget planning process so you can make decisions on the must-haves early on and update your budget accordingly.

Use your budget tracker to reflect projects and actual spend. After the event, spend time making sure all items have been paid for and any reimbursements or invoices are submitted and paid on time.