

Corporate Event Budget Calculator

Corporate events are detailed events. Planning out the details is critical to success. This planning and budget chart should help you plan for and control expenses.

Location Details and Permits		
Rental Fee	\$	[notes here]
Canopies/Tents/Coverings	\$	
Permits/License	\$	
Labor	\$	
Subtotal	\$	
On-site Personnel		
Event Manager		
Show/Event Staff		
Additional Staff		
Overtime		
Host/Hostesses		
Registration		
Consultants		
Public Relations		
Other		
Subtotal		
On-site Transportation		
Truck/Van Rental		
Carts/Hand Trucks		
Special Vehicles		
Other		
Labor		
Subtotal		
Travel and Accommodations		
VIP Travel		
Limousine/Car Rental		
Hotel		
Staff Travel		
Limousine/Car Rental		
Subtotal		
Rentals		
Heat/Air		
Furniture		
Tables		
Registration Tables		
Chairs		

Pipe & Drape		
Carpeting/Flooring		
Props		
Tents/Canopies		
Staging (skirting, stairs)		
Risers		
Stanchions/Ropes		
Labor		
Subtotal		
Food Service / Serving		
Food		
Beverages		
Bartender fees		
Catering fees		
Equipment		
Tables		
Chairs		
Linens		
Glassware		
Flatware		
China		
Labor/Staff		
Gratuities		
Tax		
Health Permits		
Personnel/VIP/Guests/		
Volunteers		
Misc. Charges		
Subtotal		
Décor and Party Supplies		
Event Décor		
Stage Décor		
Stage Backdrop		
Table Décor		
Flowers/Plants		
Candles		
Balloons		
Specialty Linens		
Chair Covers / Sashes		
Signs		
Props		
Paper Supplies		
Misc. Charges		
Labor		
Subtotal		

Entertainment		
Music		
Talent		
Celebrity		
Speaker's Fees		
Models		
Labor		
Other		
Subtotal		
Audio/Visual		
Television Monitors		
Video Players/Recorders		
Cameras		
Overhead Projectors		
Projectors/Carts		
Slide & Film		
Screens		
Lecterns/Podiums		
Stage		
Microphones		
Reel-to-reel Tape Recorders		
Disc Players		
Sound System		
Walkie-Talkies		
Pointers/Marking Pens		
Flip Charts		
Blackboards		
Computer Interfaces		
Technical Staff		
Labor		
Subtotal		
Lighting		
General Lighting		
Special Lighting		
Generator		
Extension Cords		
Video Production		
Other Rentals		
Labor		
Subtotal		
Waste and Comfort Stations		
Water Hookup		
Restrooms/Comfort Stations		
Trash/Dumpsters		

Receptacles		
Disposal Service		
Setup Crew		
Cleanup Crew		
Supplies		
Misc.		
Subtotal		
Transportation		
Limousine/Car Rental		
Valet Area		
Shuttle		
Mileage Reimbursement		
Labor/Personnel		
Subtotal		
Emergency Considerations		
Medical		
Ambulance		
Rain Plan Cost		
Canopies/Tents/Coverings		
Subtotal		
Miscellaneous		
Accounting		
Legal Counsel		
Office Supplies		
Office Equipment		
Phone		
Ticket Sales Fees		
Warehouse		
Mileage		
Parking _____		
Extra Supplies		
Event Photographer		
Event Videographer _		
Coat Check		
Complimentary Tickets		
Local, state, federal taxes		
Misc. Gratuities		
Specialized Labor		
Other		
Subtotal		
Insurance		
General Liability Insurance		
Rider		
Specialized		

Subtotal		
Event Promotion		
Aztec Event Virtual Tours		
Event Signage & Maps		
Newspapers		
Magazines		
Radio		
TV		
Show Signs		
Street Signs		
Directional Signs		
Banners		
Printed Photos		
Promotional Items		
Radio/TV/Video Production		
Subtotal		
Security		
Facility		
Private		
Subtotal		
Collateral Materials		
Designer		
Business Cards		
Brochures		
Media Kit		
Registration Packets		
Posters		
Flyers		
Invitations		
Tickets		
Letterhead/Envelopes		
Specialty Items		
Duplicating/Photocopies		
Logo		
Program		
Subtotal		
TOTAL EXPENSES		