

Budget Planner

Life's A Party... *But not when you spend too much!*

	Projected	Actual
Miscellaneous		
First Mailing		
Invitations		
Printing	\$	\$
Artwork	\$	\$
PLUS		
Reception Invitations		
Printing	\$	\$
Artwork	\$	\$
Postage	\$	\$
Calligraphy	\$	\$
Other	\$	\$
Second Mailing		
Weekend at a Glance		
Artwork	\$	\$
Printing	\$	\$
Copywriting	\$	\$
Hotel Information		
Artwork	\$	\$
Printing	\$	\$
Postage	\$	\$
Other	\$	\$
Other		
Airport	\$	\$
To/From Events	\$	\$
Welcome gifts in Hotel	\$	\$
Tickets (if provided)	\$	\$
Other	\$	\$
Night Before Event		
Hospitality Suite and/or	\$	\$
Entertaining at home (dinner)	\$	\$
Caterer		
Children	\$	\$
Adults	\$	\$
Bar	\$	\$
Linens	\$	\$
Entertainment	\$	\$
Rentals (Tables, Chairs, etc.)	\$	\$
Decorations	\$	\$
(if any; bathroom florals/guest towels)	\$	\$
Other	\$	\$

Afternoon

Temple charges (if bar/bat)	\$	\$
Luncheon (if applicable)	\$	\$
Caterer: Children @ \$_____ Adults @ \$ = _____	\$	\$
Bar	\$	\$
Linens	\$	\$
Seating Cards	\$	\$
Calligraphy	\$	\$
Bathroom florals/Guest towels	\$	\$
Entertainment (if applicable)	\$	\$
Centerpieces/Decor	\$	\$
Florals	\$	\$
Invitation to special people invited for luncheon	\$	\$
Cocktail Napkins	\$	\$
Other	\$	\$

Night Of Event

Dinner (if applicable)		\$
Caterer: Children @ \$_____ and Adults @ \$_____ =	\$	\$
Bar	\$	\$
Linens	\$	\$
Seating Cards	\$	\$
Calligraphy	\$	\$
Rentals	\$	\$
Decorations	\$	\$
Entertainment	\$	\$
DJ/Band	\$	\$
Caricaturist	\$	\$
Games	\$	\$
Other	\$	\$
Centerpieces	\$	\$
Florals	\$	\$
Candy children's tables: \$_____ adults' tables \$_____	\$	\$
Cocktail napkins	\$	\$
Guest towels/Bathroom florals	\$	\$
Other	\$	\$

Next Day

Caterer/Restaurant:		
Children @ \$_____ Adults @ \$_____ + bar \$_____ =	\$	\$
Rentals	\$	\$
Linens	\$	\$
Seating Cards	\$	\$
Calligraphy	\$	\$
Entertainment	\$	\$
Florals	\$	\$
Centerpieces	\$	\$
Guest towels/Bathroom florals	\$	\$
Other	\$	\$