Event budget worksheet

Build the budget from the details of the show. Enter planned and actual costs below, or download the blank worksheet. Amounts should use one currency; this worksheet does not convert currencies.

Event: _____

Budget owner: _____ Currency: _____

Category	Planned	Actual
Booth reservation		
Booth services		
Registration & tickets		
Flights & other transport		
Lodging		
Rental cars & local transport		
Shipping & material handling		
Giveaways & collateral used		
Customer meals & meetings		
Other expenses		
Contingency		
Credits & refunds		
Net total (subtract credits)		
Variance (actual minus planned)		

Do not count contingency as an actual expense as well as the costs it covers. Use one currency throughout.

Using the worksheet

Set the budget basis

[ ] Choose the event, budget owner and currency before adding amounts.

[ ] Use planned costs consistently: include known taxes and fees, and identify estimates.

[ ] Set a contingency amount for uncertain costs rather than treating it as money already spent.

[ ] Separate event cost from payments: a deposit and balance pay for one expense, not two expenses.

Keep totals consistent

[ ] Record shared travel and vendor invoices once, even when they cover several people or services.

[ ] Include invoice-level taxes and fees in the appropriate category without counting them again.

[ ] Record credits and refunds separately, then subtract them from the cost total.

[ ] For giveaways, decide how used quantities are valued and apply the same basis across shows.

Review after the show

[ ] Compare the final invoice and recorded costs for each category.

[ ] Enter unexpected costs, such as a customer dinner or last-minute shipping.

[ ] Review unpaid balances separately from the expense total.

[ ] Explain material differences between planned and actual costs for the next event.

A positive variance means actual cost is over the planned amount. A negative variance means it is under. Review the reasons, not just the total.

Adapt this resource to your event organizer requirements and organization policies.