House of Rental
Event Budget Planner

(847) 677 2010

Party Date _____

Select an Event Planner _____

Estimated Charge	$ _____	
Actual Cost		$ _____

Party Location _____

    Facility Rent

Estimated Charge	$ _____	
Actual Cost		$ _____

Type of Party

___ Anniversary	___ House Warming
___ Bachelorette	___ Prom
___ Bar/Bat Mitzvah	___ Retirement
___ Birthday	___ Reunion
___ Company Party	___ School
___ Costume	___ Shower
___ Going Away	___ Theme
___ Graduation	___ Wedding
___ Holiday	___ Other _____

Party Format

___ Cocktail Reception	___ Product Promotion
___ Cocktail With Dancing	___ Meeting / Conference
___ Buffet - Partial Seating	___ Trade Show
___ Lunch/Dinner Party	___ Tea
___ Dinner Dance	___ Tea Dance
___ Open House	___ Other _____
___ Grand Opening	

Guest List _____

Invitation _____   _____

    Invitation Cost

Budgeted amount *PP	$ _____	X _____	# Guests =	$ _____
Actual amount PP	$ _____	X _____	# Guests =	$ _____

    Postage

Budgeted amount PP	$ _____	X _____	# Guests =	$ _____
Actual amount PP	$ _____	X _____	# Guests =	$ _____

Caterer _____

Menu - Design

    Appetizers: _____   _____

Budgeted amount PP	$ _____	X _____	# Guests =	$ _____
Actual amount PP	$ _____	X _____	# Guests =	$ _____

* Per Person

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Meal:

Budgeted amount PP	$ _____ X _____ # Guests =	$		
Actual amount PP	$ _____ X _____ # Guests =			$

Cake / Desert:

Estimated Charge	$	
Actual Cost		$

Bar Tender
Refreshments

Budgeted amount PP	$ _____ X _____ # Guests =	$		
Actual amount PP	$ _____ X _____ # Guests =			$

Florist

Estimated Charge	$	
Actual Cost		$

Photographer

Estimated Charge	$	
Actual Cost		$

Printing

Estimated Charge	$	
Actual Cost		$

Calligrapher

Budgeted amount PP	$ _____ X _____ # Guests =	$		
Actual amount PP	$ _____ X _____ # Guests =			$

Favors

Budgeted amount PP	$ _____ X _____ # Guests =	$		
Actual amount PP	$ _____ X _____ # Guests =			$

Entertainment

Budgeted amount PP	$ _____ X _____ # Guests =	$		
Actual amount PP	$ _____ X _____ # Guests =			$

Transportation / Limo

Estimated Charge	$	
Actual Cost		$

Rental Company

Tent

Estimated Charge	$	
Actual Cost		$

Dance Floor

Estimated Charge	$	
Actual Cost		$

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Item		Estimated Charge	Actual Cost
Tent Lighting	Estimated Charge	$ _____	
	Actual Cost		$ _____
Chairs	Estimated Charge	$ _____	
	Actual Cost		$ _____
Tables	Estimated Charge	$ _____	
	Actual Cost		$ _____
Table Covers	Estimated Charge	$ _____	
	Actual Cost		$ _____
Stage	Estimated Charge	$ _____	
	Actual Cost		$ _____
Bar	Estimated Charge	$ _____	
	Actual Cost		$ _____
Barware	Estimated Charge	$ _____	
	Actual Cost		$ _____
Glassware	Estimated Charge	$ _____	
	Actual Cost		$ _____
Plate Ware	Estimated Charge	$ _____	
	Actual Cost		$ _____
Flatware	Estimated Charge	$ _____	
	Actual Cost		$ _____
Catering Equipment	Estimated Charge	$ _____	
	Actual Cost		$ _____
Audio Visual Equipment	Estimated Charge	$ _____	
	Actual Cost		$ _____
Fun Food Machines	Estimated Charge	$ _____	
	Actual Cost		$ _____
Games / Moon Bounces/ Dunk Tanks	Estimated Charge	$ _____	
	Actual Cost		$ _____
Portable Toilets	Estimated Charge	$ _____	
	Actual Cost		$ _____

Other _____

| Budgeted amount PP | $ _____ X _____ # Guests = | $ _____ | |
| Actual amount PP | $ _____ X _____ # Guests = | | $ _____ |

Other _____

| Budgeted amount PP | $ _____ X _____ # Guests = | $ _____ | |
| Actual amount PP | $ _____ X _____ # Guests = | | $ _____ |

TOTAL BUDGET: $ _____

TOTAL ACTUAL: $ _____