

EVENT SIMPLE SAMPLE BUDGET

- Hotel: Food & beverage + tax&tip + team hotel rooms
- Event Planning: Negotiation, Plan, & On-Site Team
- Photography: For Marketing
- Video and Editing: For marketing & digital sales
- Printing: Signage: workbooks, handouts, forms
- Shipping: Send all your stuff to the event
- Decor: Table toppers, name badges and ribbons
- Misc: Petty cash for random needs on the go