

|                                     | Budget | Actual |
|-------------------------------------|--------|--------|
| Event Site Rental                   | \$     | \$     |
| Food                                | \$     | \$     |
| Beverages                           | \$     | \$     |
| Entertainment                       | \$     | \$     |
| Decorations                         | \$     | \$     |
| Insurance                           | \$     | \$     |
| Audio/Visuals                       | \$     | \$     |
| Equipment Rental (not including AV) | \$     | \$     |
| Printed Materials                   | \$     | \$     |
| Promotions                          | \$     | \$     |
| Transportation                      | \$     | \$     |
| Lodging                             | \$     | \$     |
| Gifts & Honorariums                 | \$     | \$     |
| Operations and Overhead             | \$     | \$     |
| Misc. Fees & Last Minute Expenses   | \$     | \$     |
| <b>Total</b>                        | \$     | \$     |