EVENT BUDGET WORKSHEET

EVENT NAME
EVENT DATE
EVENT TIME

Based on attendees

	Fixed Cost	Variable Cost (per person)
Venue		
Equipment		
Tables and chairs		
Tablecloths		
Canopies/tents		
Garbage cans		
Coat check		
Parking		
Security		
A/V Equipment		
Other		
Food (include tax and tip)		
Hors d'oeuvres		
Meals		
Bar		
Bartender charge		
Hosted bar		
Wine (tax and tip)		
Bottles/carafes		
By the glass		
Music		
Entertainment		
Flowers		
Balloons/decorations		
Favors/souvenirs		
Miscellaneous		
Include promotional costs if appropriate		
Totals:		

of attendees planned

x per person costs \$

EVENT PLANNER

Name	Home phone	Work pho	ne		
Anticipated attendance	Maximum atte	endance			
EVENT LOCATION					
1. Address of event					
2. Is a contract required to use this locat	ion?		YES	NO	
If yes, do you want to have contract revi	ewed by a local professior	nal?	YES	NO	
3. Does the location need a special set u	up?		YES	NO	
If yes, who will do the set up?					
Describe the set up					
4. Is any special equipment needed?			YES	NO	
If yes, please select what equipment					
Podium Table Microphone Slide projector LCD projector Screen TV/VCR Water for speaker Other:					
Arrangement for obtaining the equipmer	nt				
5. Is the location handicapped accessible Please be sure to check the entrance to room facilities.		d the locations	YES of special	NO telephone and i	res
GUEST SPEAKER(S)					
1. Name(s) of guest speaker(s)					
2. Is a contract required for the services	of the guest speaker?		YES	NO	
If yes, do you want to have the contract	reviewed by a local profes	sional?	YES	NO	

3. Does the speaker have any special needs?	YES	NO
If yes, how will those needs be fulfilled?		
4. Who will meet, greet and escort the speaker?		
5. Who will thank speaker and present gift?		
FOOD AND DRINKS		
1. Will food and/or drinks be provided at the event?	YES	NO
2. If yes, what kind and how much (refreshments vs. meals)		
3. Who is the caterer?		
4. Caterer's address		
5. Caterer's phone number		
6. Is a catering contract required?	YES	NO
7. If yes, should the contract be reviewed by a local professional?	YES	NO
INSURANCE		
1. Is insurance coverage required for this event?	YES	NO
2. If insurance is required, you should have the contract reviewed by a local prof	essional to dete	ermine if
additional coverage is desirable.		
HOSPITALITY		
1. How many greeters are needed?		
2. Special instructions for greeters		
3. Items needed for the event		
Attendance list (pre-registrations)		
Attendance sign-In sheet		
Banner		
Masking tape		
Nametags		
Pens		
Other:		
4. Special notes for hospitality committee		

EVENT FINANCE REPORT

EVERT THEATOE REPORT			
Please send to the Treasure enclose cash. Keep the cash	n and write a personal check		the MIT Club of
accurate accounting/audit tra			
Treasurer name			
Address			
Telephone number			
Fax number			
Email address			
Event organizer			
Name of event			
Date of event			
Number of attendees			
Total income			
Number of checks enclosed			
Itemized expenses: clearly in directly. Make sure you provi			
Expense type	Expense amount	Paid	Unpaid
Total event expenses:			
Event reserves (income-expe	enses):		
Signature		Date	

EVENT SIGN IN SHEET

Event name

Event date

Name of organizer

Name & Year	Address	Phone	E-mail	First	Interested in
				MIT	Volunteering?
				Event?	