

Event Budget Instructions

Version 1.6 – Release Date 9/1/15

The event budget is a two-page document that allows the owner of the file to maintain a full worksheet of all of the budgetary cost and have a simplified coversheet. This is a step-by-step tutorial that should give you clear direction on how to use and maintain your event budgets using this form.

A B C D E F G H K L ESTIMATE LINE ITEM PY ACTUAL CYEST COST EST VAR PY V CY UPDATED COST CYACTUAL VAR CY EST V ACT	
ESTIMATE LINE ITEM PYACTUAL CYEST COST EST VAR PYV CY UPDATED COST CYACTUAL VAR CYEST VACT	
	M
	EVENT DETAILS
3 1 invitations & Printing S - S - \$0.00 S - \$0.00 EVENT: Event Name	
4 2 Catering S - S - \$0.00 S - \$0.00 LOCATION: Event Location	
5 3 Florals \$ - \$ - \$0.00 \$ - \$0.00 MANAGER Event Manager	
6 4 Rentals S - S - \$0.00 S - \$0.00 CLIENT: Cilent Name	Event-Details————
7 5 Facilities S - S - \$0.00 S - \$0.00 DATE: Event Date	-verit-betails
8 6 Parking S - S - \$0.00 S - \$0.00 EST GUEST COUNT: Estimated initial gu	uest count to base budget
9 7 Security/DPS S - S - \$0.00 S - \$0.00 TIME: Event time (i.e. 10:	:00am - 1:00pm)
10 8 Location Rental Fee \$ Budget-worksheet-stimmary \$. \$0.00 UPDATED GUEST CNT. Updated guest cou	unt to reproject budget
11 9 Technical Production \$. \$0.00 PY GUEST COUNT: Comparison guest	count from prior year
12 10 Art Direction Elements \$ - \$ - \$0.00 \$ - \$0.00	
13 11 Entertainment \$ - \$ - \$0.00 \$ - \$0.00	ERALL EVENT NOTES
14 12 Gifts / Awards \$ - \$ - \$0.00 \$ - \$0.00	otes that are important to remember
	on that reviews this budget, or for
	next year. Text does not wrap.
17 15 Travel S - S - \$0.00 S - \$0.00	
18 16 Misc S - S - \$0.00 S - \$0.00	
19 17 CRUE Events Services \$ - \$ - \$0.00 \$ - \$0.00	
21 95 Subtotal S - Estimate Sent & Approved: Select once estimate is approved	1
	L EVENT GUEST COUNT
23 97 Total S - S - \$0.00 S - S - S - Final attendance	- will factor your per person cost
25 98 Per Person Cost NA \$ - NA NA	
26 Once estimate has been approved, st	hows remaining money available
27 Budget worksheet label	· · · · · · · · · · · · · · · · · · ·
28 1 Invitations & Printing DESCRIPTION: Budget worksheet long description for the coversheet	
29 ITEM VENDOR PYACTUAL CYEST COST EST VAR PY V CY UPDATED COST CYACTUAL VAR CYEST VACT	NOTES
31 0 \$0.00	
32 0 \$0.00	
33 0 \$0.00	
34 Sudget worksheet 0 \$0.00 \$0.00	
35 S0.00 S0.00 S0.00	
37 0 50.00	
38 0 50.00	
39	
41 Section 1 Total S - S - \$0.00 S - \$0.00	
	e specifically to each line item.
	rap to allow for long notes.
vendor or per Item, depending on how you be altered at all	
and your business officer needs to see it Enter your comparison number Variance between the Actual cost from	
to translate to the summary comparison & budget final invoices	
(start vs. CY Est and adjusts to	

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Updated once it is used)



Event Details

- Fill out the event details on the "Financial Breakout" tab
 - Event Name, Event Location (or locations), Event Manager, Client Name, Event Date, Estimated Guest Count and Event Time.

K L	M
	EVENT DETAILS
	Event Name
	Event Location
MANAGER	Your Name
CLIENT:	Client Name
DATE:	1/1/01
EST GUEST COUNT:	
TIME:	12:00AM - 12:00PM
UPDATED GUEST CNT:	
PY GUEST COUNT:	

- If you are comparing this event to a previous year, add in the PY Guest Count.
 This will give you a per person cost based on the previous year expenses.
- o Updated Guest Count will be described later.
- All of these details will automatically populate into the "Estimate" tab, or coversheet.



Event Budget Estimate

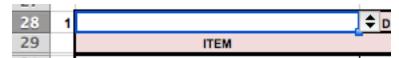
Event:	Event Name	Date:	1/1/01	ĺ
Location:	Event Location Guest C	ount:	100	
Manager:	Your Name	Time:	12:00	AM - 12:00PM
Client:	Client Name			

Line Item	Detail	Estimate



Building the Budget Line Items

• Select the "Line Item" field, which is the top box of each of the financial breakout sections.



• Click the arrows that pop up to the right of the field to bring up a list of selectable items.

28	1		
29		Invitations & Printing	
31		Catering	
32		•	
33		Florals	
34		Rentals	
35		Facilities	
36		Parking	
37		Security/DPS	
38		Location Rental Fee	
39		Technical Production	
41		Art Direction Elements	Se
42		Entertainment	
43			
44	2	Gifts / Awards	T.
45		Walkie Talkies	
47		Photography / Videography	
48		Other 1	
49		Other 2	
50		CRUE Events Services	
51			

- Select the item that fits the category that you will be budgeting for.
- If you need a category that is not on this list, exit the list and scroll to Column AC. There you will find the list of all the categories that are usable. You may edit the fields that are labeled as "Other 1" and "Other 2"

AB	AC				
	Line Item List				
	Invitations & Printing				
	Catering				
	Florals				
	Rentals				
	Facilities				
	Parking				
	Security/DPS				
	Location Rental Fee				
	Technical Production				
	Art Direction Elements				
	Entertainment				
	Gifts / Awards				
	Walkie Talkies				
	Photography / Videography				
Editable>	Travel				
Editable>	Misc				
	CRUE Events Services				

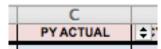


- Select the category in as many of the Line Item worksheets as you need. As you select them, you will see them automatically populate the top summary, replacing the character "0" in any field that is unused.
- Once you have completed adding all the worksheets you will need, it should look like this. Note any cells that have "0" in them will remain blank of the Estimate.

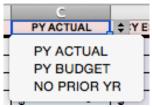
Α	В	С	D	E	F	G	Н
	ESTIMATE LINE ITEM	PY ACTUAL	CY EST COST	EST VAR PY v CY	UPDATED COST	CYACTUAL	VAR CY EST v ACT
1	Invitations & Printing	\$ -	\$ -	\$0.00		\$ -	\$0.00
2	Catering	\$	\$ -	\$0.00		\$ -	\$0.00
3	Florals	\$	\$ -	\$0.00		\$ -	\$0.00
4	Rentals	\$	\$ -	\$0.00		\$ -	\$0.00
5	Facilities	\$	\$ -	\$0.00		\$ -	\$0.00
6	Parking	\$ -	\$ -	\$0.00		\$ -	\$0.00
7	Security/DPS	\$	\$ -	\$0.00		\$ -	\$0.00
8	Location Rental Fee	\$ -	\$ -	\$0.00		\$ -	\$0.00
9	Technical Production	\$	\$ -	\$0.00		\$ -	\$0.00
10	Art Direction Elements	' 'S	\$ -	\$0.00		\$ -	\$0.00
11	Entertainment	· \$\$	\$ -	\$0.00		\$ -	\$0.00
12	Gifts / Awards	\$ -	\$ -	\$0.00		\$ -	\$0.00
13	Walkie Talkies	\$	\$ -	\$0.00		\$ -	\$0.00
14	Photography / Videography	' \$\$	\$ -	\$0.00		\$ -	\$0.00
15	Travel	· \$	\$ -	\$0.00		\$ -	\$0.00
16	Misc	\$	\$ -	\$0.00		\$ -	\$0.00
17	CRUE Events Services	\$	\$ -	\$0.00		\$ -	\$0.00
95	Subtotal		\$ -		Estimate S	ent & Approved:	
96	Contingency (5%)		\$ -		Contingency Remain	ning (EST vs Update):	
97	Total	\$ -	\$ -	\$0.00	\$ -	\$ -	\$ -
98	Per Person Cost	NA	\$ -		NA	NA	

Setting the Comparison

- The worksheet has the option to show you a comparison to the event's previous year budget, previous year actuals, or denote that there was no prior event.
 - Select the field in column C, row 1



 Click the arrows that pop up to the right of the field to bring up a list of selectable comparison labels.



 Selecting the appropriate comparison label from the list will populate all of the comparison header fields in each worksheet.

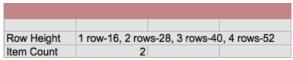
Filling out the Budget Worksheets

- Each budget worksheet should be filled out with all the pertinent details that go into each budget line item.
- Fill out the "Item" field with the details of the budget piece.
- Fill out the "Vendor" field with the party responsible for providing the good or service.
- All initial budget figures should be inserted into the "CY EST COST" cells, which will generate the full budget.
 - $\circ\quad$ The fields that are gray should not be touched as they are calculations.
- Fill out the "Description" cell with the details that you want on your "Estimate" cover sheet.
- The "Notes" field is for any notes that are important for you to remember about the details of the budgeted line item.

Budget worksheet label										
1 Invitations & Printing	DESCRIPTION:	E	Budget w	orksheet long des	scription fo					
ITEM	VENDOR	PY A	PY ACTUAL CY EST COST EST VAR			PY v CY	UPDATED COST	CYACTUAL	VAR CY EST v ACT	NOTES
						0			\$0.00	
						0			\$0.00	
						0			\$0.00	
		Bud	aot-w	orkehoot—		0			\$0.00	
		Duu	Budget worksheet			0			\$0.00	
					0			\$0.00		
						0			\$0.00	
						0			\$0.00	
		-	-		1	. 0			\$0.00	
	Section 1 Total	\$	-	\$ -		\$0.00		\$ -	\$0.00	
Each individual budgeted item	List vendor			tial budget projec						Notes that relate specifically to each line item.
(i.e. food, rentals, etc). Can be used per			Onc	e approved, shou	ld not					Text will wrap to allow for long notes.
vendor or per item, depending on how you				be altered at all						
and your business officer needs to see it	Enter	nter your comparison number Variance between the								
to translate to the summary comparison & budget										
(start vs. CY Est and adjusts to										
					dated onc					

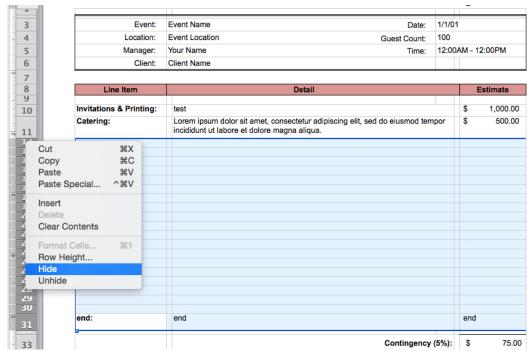
Finalizing the Budget

- Once you have completed entering all of your budget work sheets, it is time for you to
 adjust the formatting of the "Estimate" tab to have a clean copy for your client to
 approve.
- Move the "Estimate" tab and adjust each row height to the heights specified in column



"H" for how long your text is in each cell. Each line with text will need to be adjusted.

 Once you have adjusted the text, highlight the rows from row 31, which says "end" in the cells across the row, to the row below your last row of text. Right click and select



"Hide" from the menu.

This should allow for you to have a clean copy of the budget for your client to approve.
 When you save the budget as a PDF in order to send, you will note that the printable area has been set to print only to Column N so that all information to the right of Column N will remain internal for your use only.



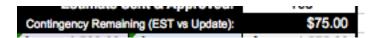


Once you have submitted your budget and your client has approved, it is imperative that you lock your estimate down and no longer adjust it. From this point forward, you should no longer modify the "CY EST COST" column.

• Click into the "Estimate Sent & Approved" in cell H95 and select "yes"



• When you select yes, you will notice that all of your estimated costs from the "CY EST COST" column will translate into the "UPDATED COST" column. The "Contingency Remaining" total will also populate in cell H96. This will tell you how much contingency you have left as you move forward updating the budget.



Updating the Budget After Approval

• From this point forward, any adjustments you make to the budget prior to receiving final invoicing should be placed into the "UPDATED COST" column. The budget will auto-calculate the differences and relay an updated budget in to the Budget Worksheet Summary. All of the "Variance" columns will now calculate based on the "Updated Cost" Column as well. (see below)

В					D	E	F	G	H
	ESTIMATE LINE ITEM	PY	ACTUAL	CY	EST COST	EST VAR PY v CY	UPDATED COST	CYACTUAL	VAR CY EST v ACT
1	Invitations & Printing	\$	500.00	\$	1,000.00	(\$350.00)	\$ 850.00	\$ -	\$1,000.00
2	Catering	\$	-	\$	500.00	\$0.00	\$ 500.00	\$ -	\$500.00
3	Florals	\$		\$		\$0.00	\$ -	\$ -	\$0.00
4	Rentals	\$	-	\$		\$0.00	\$ -	\$ -	\$0.00
5	Facilities	\$	-	\$		\$0.00	\$ -	\$ -	\$0.00
6	Parking	\$		\$		\$0.00	\$ -	\$ -	\$0.00
7	Security/DPS	\$	-	\$		\$0.00	\$ -	\$ -	\$0.00
В	Location Rental Fee	\$	-	\$		\$0.00	\$ -	\$ -	\$0.00
9	Technical Production	\$		\$		\$0.00	\$ -	\$ -	\$0.00
0	Art Direction Elements	\$		\$		\$0.00	\$ -	\$ -	\$0.00
1	Entertainment	\$	-	\$		\$0.00	\$ -	\$ -	\$0.00
2	Gifts / Awards	\$	-	\$		\$0.00	\$ -	\$ -	\$0.00
3	Walkie Talkies	\$		\$		\$0.00	\$ -	\$ -	\$0.00
4	Photography / Videography	\$	-	\$		\$0.00	\$ -	\$ -	\$0.00
5	Travel	\$	-	\$		\$0.00	\$ -	\$ -	\$0.00
6	Misc	\$		\$		\$0.00	\$ -	\$ -	\$0.00
7	CRUE Events Services	\$	-	\$		\$0.00	\$ -	\$ -	\$0.00
5	Subtotal			\$	1,500.00		Estimate :	Sent & Approved:	Yes
6	Contingency (5%)			\$	75.00		Contingency Remai	ning (EST vs Update):	\$225.00
7	Total	ş	500.00	\$	1,575.00	(\$350.00)	\$ 1,350.00	\$ -	\$ 1,575.00
3	Per Person Cost		NA	\$	15.75		NA	NA	
_									
1	Invitations & Printing	DE	SCRIPTION:	test					
1	ITEM		ENDOR		YACTUAL	CY EST COST	EST VAR PY v CY	UPDATED COST	CYACTUAL
1	Test		USC	\$	500.00	\$ 1,000.00	(\$350.00)	\$ 850.00	
							Ó		
							0		
4							0		
-							0		
1							0		
1							0		
1							0		
-		-	tion 1 Total	\$	500.00	\$ 1,000.00	(\$350.00)	\$ 850.00	s -

- Any adjustments to any line item in the budget from the point it is approved should be handled in this way.
- If your new updated budget total exceeds your approved Est Budget in the "CY EST COST" column, the following message will show in the Budget Worksheet Summary.

ADDENDUM	Estimate Sent & Approved:	Yes
ADDENDUM	Contingency Remaining (EST vs Update):	(\$425.00)

 Always update the field "UPDATED GUEST COUNT" to give you an accurate per person cost as you move through the process.

UPDATED GUEST CNT:	
UPDATED GUEST CNT	



Closing the Event/Budget

- As you receive your invoices with actual costs you should input the actuals into the "CY Actual" cell of the appropriate line item.
- Enter the invoice number, invoice date, date the estimate was sent to be processed, along with any notes on the final actuals in the corresponding cells in columns "O" through "R."
- Input your final guest count in cell M23.
- When all costs are in, click in cell Q17 and select "Complete."

