# ENVITELY EVENT BUDGET TEMPLATE

Plan with clarity. Spend with confidence.

## Welcome

Thank you for downloading the Envitely Event Budget Template. This workbook gives you a single, organised place to plan your budget, track every payment and see exactly where your money is going — from the first booking to the final invoice.

## Purpose of This Template

To help event organisers plan a realistic budget, monitor planned versus actual spending, keep supplier payments on track, and produce a clear, presentable summary of their event finances — without needing any spreadsheet experience.

## Who It's For

This template is designed to work equally well for weddings, corporate events, conferences, universities and student unions, charities, community groups, networking events, festivals and private celebrations of any size.

## What's Included

- Welcome & Guide — this sheet, with guidance and best practice tips.
- Event Budget — a detailed, ready-to-use budget and payment tracker.
- Budget Dashboard — an executive summary with KPIs and charts, ready to present or print.

## How to Use This Workbook

1. Open the Event Budget sheet and review the default budget categories.
2. Add your own budget items, suppliers and estimated (budgeted) costs.
3. As quotes and invoices arrive, update the Actual Cost, Payment Status and dates.
4. Use the dropdown lists to keep Payment Status and Invoice Received consistent.
5. Check the Budget Dashboard at any time for an up-to-date view of your finances.

## Budgeting Best Practices

- Set aside a contingency of 10–15% of your total budget for unexpected costs.
- Agree payment terms and due dates with suppliers in writing before booking.
- Review actual versus budgeted costs regularly, not just at the end.
- Keep a record of invoices received so nothing is paid twice or missed.
- Revisit your dashboard before major decisions to see the full financial picture.

## About Envitely

Envitely is an all-in-one event planning platform that helps individuals and organisations plan and manage events with clarity, confidence and control — covering budgets, guest lists, RSVPs, seating, timelines, tasks, vendors, agendas and team collaboration in one place.

## Ready to manage your entire event?

This template is designed to help you manage your event budget, but successful events need much more than budgeting. With Envitely you can also:

- Manage guest lists
- Send invitations
- Track RSVPs
- Create seating plans
- Organise tasks
- Build event agendas
- Manage vendors
- Collaborate with your team
- Access your plans anywhere

**Start planning for free:**

**https://app.envitely.com/register**

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# EVENT BUDGET

Track budgeted vs. actual costs and supplier payments in one place.

| Total Budget | Total Actual Spend | Remaining Budget | Budget Variance | % of Budget Used |
|---|---|---|---|---|
| £5,000.00 | £5,200.00 | -£200.00 | £200.00 | 104.0% |

| Category | Budget Item | Supplier | Budgeted Cost | Actual Cost | Difference | Payment Status | Due Date | Paid Date | Invoice Received | Notes |
|---|---|---|---|---|---|---|---|---|---|---|
| Venue & Location | *Venue Hire (EXAMPLE – edit or delete)* | Example Venues Ltd | £5,000.00 | £5,200.00 | -£200.00 | Paid in Full | 01/03/2026 | 20/02/2026 | Yes | *Example row — replace with your own data* |
| Venue & Location | | | | | | Not Started | | | N/A | |
| Catering & Beverages | | | | | | Not Started | | | N/A | |
| Catering & Beverages | | | | | | Not Started | | | N/A | |
| Décor & Styling | | | | | | Not Started | | | N/A | |
| Décor & Styling | | | | | | Not Started | | | N/A | |
| Entertainment | | | | | | Not Started | | | N/A | |
| Entertainment | | | | | | Not Started | | | N/A | |
| Photography & Videography | | | | | | Not Started | | | N/A | |
| Photography & Videography | | | | | | Not Started | | | N/A | |
| AV & Technical Equipment | | | | | | Not Started | | | N/A | |
| AV & Technical Equipment | | | | | | Not Started | | | N/A | |
| Furniture & Equipment Hire | | | | | | Not Started | | | N/A | |
| Furniture & Equipment Hire | | | | | | Not Started | | | N/A | |
| Transportation | | | | | | Not Started | | | N/A | |
| Transportation | | | | | | Not Started | | | N/A | |
| Staffing & Crew | | | | | | Not Started | | | N/A | |
| Staffing & Crew | | | | | | Not Started | | | N/A | |
| Speakers & Talent | | | | | | Not Started | | | N/A | |
| Speakers & Talent | | | | | | Not Started | | | N/A | |
| Marketing & Signage | | | | | | Not Started | | | N/A | |
| Marketing & Signage | | | | | | Not Started | | | N/A | |
| Stationery & Invitations | | | | | | Not Started | | | N/A | |
| Stationery & Invitations | | | | | | Not Started | | | N/A | |
| Gifts & Favours | | | | | | Not Started | | | N/A | |
| Gifts & Favours | | | | | | Not Started | | | N/A | |
| Insurance & Permits | | | | | | Not Started | | | N/A | |
| Insurance & Permits | | | | | | Not Started | | | N/A | |
| Miscellaneous & Contingency | | | | | | Not Started | | | N/A | |
| Miscellaneous & Contingency | | | | | | Not Started | | | N/A | |
| | | | | | | Not Started | | | N/A | |
| | | | | | | Not Started | | | N/A | |
| | | | | | | Not Started | | | N/A | |
| | | | | | | Not Started | | | N/A | |
| | | | | | | Not Started | | | N/A | |

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# BUDGET DASHBOARD

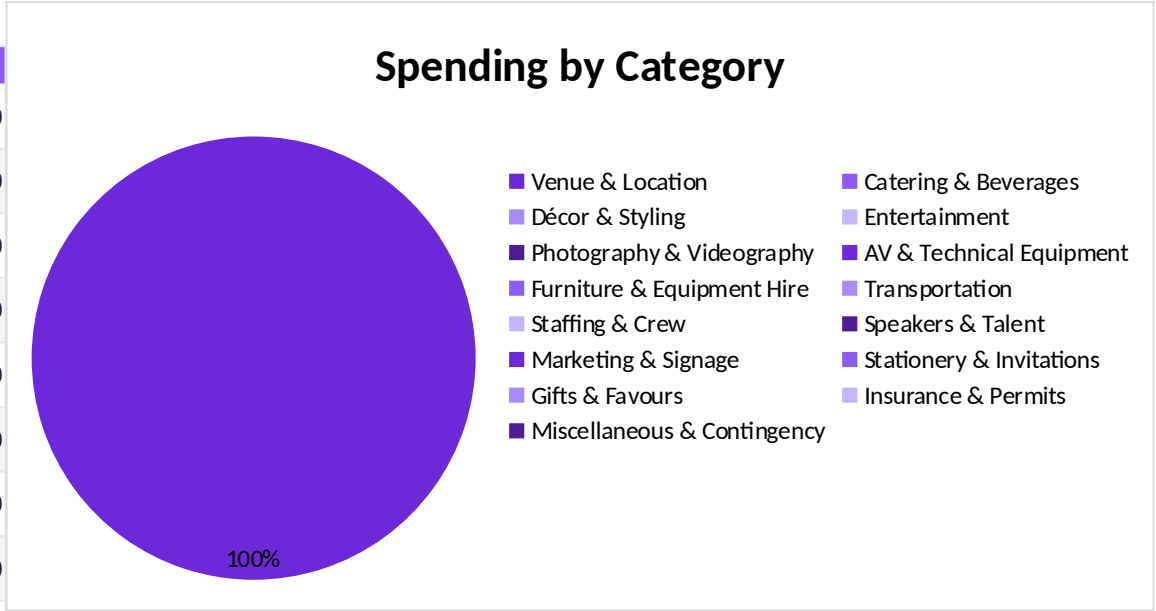
An at-a-glance summary of your event finances — ready to review or present.

| TOTAL BUDGET | ACTUAL SPEND | REMAINING BUDGET |
|---|---|---|
| £5,000.00 | £5,200.00 | -£200.00 |

| BUDGET VARIANCE | BUDGET USED % | NUMBER OF SUPPLIERS |
|---|---|---|
| £200.00 | 104.0% | 1 |

## Category Breakdown

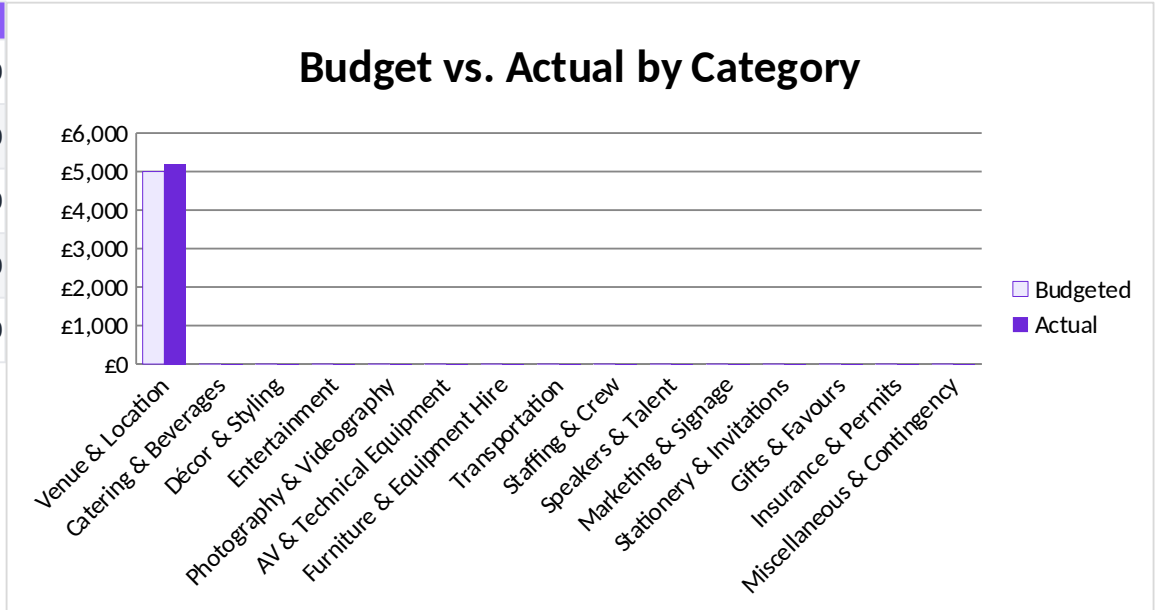
| Category | Budgeted | Actual |
|---|---|---|
| Venue & Location | £5,000 | £5,200 |
| Catering & Beverages | £0 | £0 |
| Décor & Styling | £0 | £0 |
| Entertainment | £0 | £0 |
| Photography & Videography | £0 | £0 |
| AV & Technical Equipment | £0 | £0 |
| Furniture & Equipment Hire | £0 | £0 |
| Transportation | £0 | £0 |
| Staffing & Crew | £0 | £0 |
| Speakers & Talent | £0 | £0 |
| Marketing & Signage | £0 | £0 |
| Stationery & Invitations | £0 | £0 |
| Gifts & Favours | £0 | £0 |

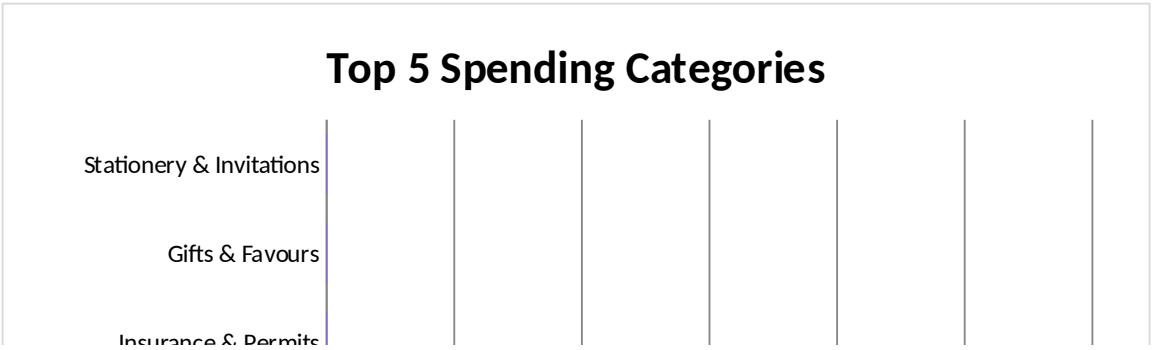


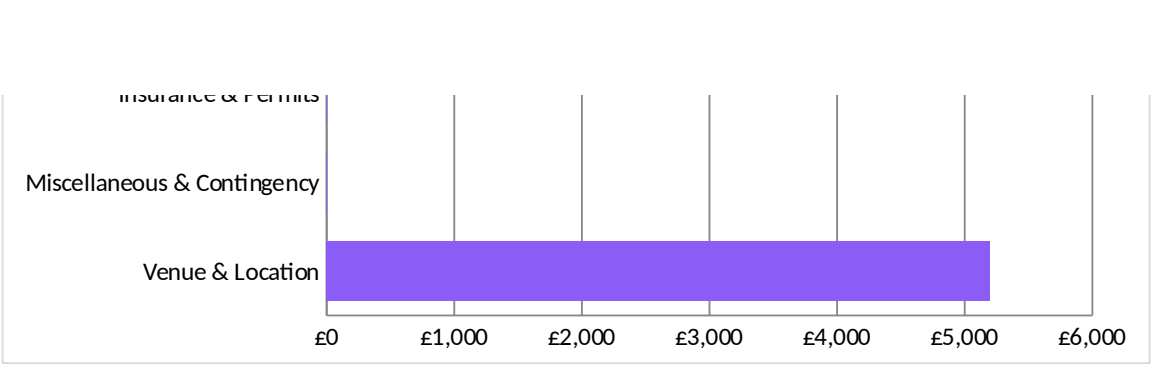
| | | |
|---|---|---|
| Insurance & Permits | £0 | £0 |
| Miscellaneous & Contingency | £0 | £0 |

## Top 5 Spending Categories

| Rank | Category | Actual Spend |
|---|---|---|
| 1 | Venue & Location | £5,200 |
| 2 | Miscellaneous & Contingency | £0 |
| 3 | Insurance & Permits | £0 |
| 4 | Gifts & Favours | £0 |
| 5 | Stationery & Invitations | £0 |






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