

Event Planner

Google Sheets Spreadsheet

8
TABS

Company Name EVENT BUDGET						Total Budget	\$20,000.00 <th>Event Date</th> <td>August 1, 2021<th>Days to Event</th><td>-36<th>RSVP Date</th><td>June 1, 2021<th>Days to RSVP</th><td>-97</td></td></td></td>	Event Date	August 1, 2021 <th>Days to Event</th> <td>-36<th>RSVP Date</th><td>June 1, 2021<th>Days to RSVP</th><td>-97</td></td></td>	Days to Event	-36 <th>RSVP Date</th> <td>June 1, 2021<th>Days to RSVP</th><td>-97</td></td>	RSVP Date	June 1, 2021 <th>Days to RSVP</th> <td>-97</td>	Days to RSVP	-97
						Remaining Budget	\$18,800.00 <th colspan="7"></th>								
	Goal	Actual	Difference	Amount Paid	Amount Outstanding										
Marketing and Promotion	\$ 1,000.00	\$ 800.00	\$ 200.00	\$ 200.00	\$ 600.00										
Signage and Branding	\$ 200.00	\$ 300.00	\$ (100.00)	\$ -	\$ 300.00										
Speakers	\$ -	\$ -	\$ -	\$ -	\$ -										
Staffing	\$ -	\$ -	\$ -	\$ -	\$ -										
Décor	\$ -	\$ -	\$ -	\$ -	\$ -										
Photography/Video	\$ -	\$ -	\$ -	\$ -	\$ -										
Music	\$ -	\$ -	\$ -	\$ -	\$ -										
Entertainment	\$ -	\$ -	\$ -	\$ -	\$ -										
Pre-Event	\$ -	\$ -	\$ -	\$ -	\$ -										
Reception	\$ -	\$ -	\$ -	\$ -	\$ -										
Post-Event	\$ -	\$ -	\$ -	\$ -	\$ -										
Stationery	\$ -	\$ -	\$ -	\$ -	\$ -										
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -										
Flavors and Gifts	\$ -	\$ -	\$ -	\$ -	\$ -										
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -										
TOTAL	\$ 1,200.00	\$ 1,100.00	\$ 100.00	\$ 200.00	\$ 900.00										