EVENT NAME									
Categories		**Details**	**$ Estimated**	**$ Actual**	**$ Difference**				
Expenes: Venue									
	Venue Rental								
	Venue Staff								
	Entertainment								
	Equipment Rental								
	Decor								
	Cleaning								
	Other								
Subtotal									
Expenses: Catering									
	Food								
	Beverages								
	Catering Staff								
	Other								
Subtotal									
Expenses: Promotion									
	Production								
	Advertisement								
	Other								
Subtotal									
Expenses: Miscellaneous									
	Photographer								
	Gift Bags								
	Stationary								
	Other								
Subtotal									