

# GALA BUDGET TEMPLATE

Gala Award judges want to be shown **the cost to replicate** your event. Not all budget lines will apply to all events. (You can mark N/A—not applicable—where needed.) You are welcome to add additional detail on supplemental pages as you see fit.

## ALL FIGURES MUST BE IN U.S. DOLLARS.

- \$ \_\_\_\_\_ invitation
- \$ \_\_\_\_\_ catering (includes food & beverage, staffing)
- \$ \_\_\_\_\_ décor (includes floral)
- \$ \_\_\_\_\_ permits/licenses
- \$ \_\_\_\_\_ rentals
- \$ \_\_\_\_\_ entertainment
- \$ \_\_\_\_\_ production (includes audiovisual, sound, lighting, special effects, staging, stagehands, videographers)
- \$ \_\_\_\_\_ awards/premiums/printing
- \$ \_\_\_\_\_ additional staffing
- \$ \_\_\_\_\_ transportation
- \$ \_\_\_\_\_ venue (includes room rental, staffing, security, parking)
- \$ \_\_\_\_\_ other (describe as needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \$ \_\_\_\_\_ producers fee\* OR
- \$ \_\_\_\_\_ percentage markup\*

*\*Applies if you are not an in-house planner.*

\$ \_\_\_\_\_ **GRAND TOTAL**

