

# Boston College Alumni Association

## Event Budget Worksheet Part A

Event: \_\_\_\_\_ Chapter: \_\_\_\_\_

Date: \_\_\_\_\_ Based on \_\_\_\_\_ number of attendees.

\*Often a fixed cost.  
(Enter each item in only one column)

Variable cost (per person)

Fixed Costs

Location Rental*		
Tax		
Equipment		
Tables/chairs		
Linens/skirting		
Garbage cans		
Other		
Coat check*		
Parking*		
Security*		
A/V equipment*		
Set-up/clean-up*		
Other:		
Food: Hors d'oeuvres		
Meals		
Dessert		
Tax		
Gratuity		
Other		
Bar: Soda/Water		
Wine/Beer		
Liquor		
Bartender fee*		
Tax		
Gratuity		
Other		
Music*		
Entertainment*		
Photographer*		
Flowers		
Balloons/Decorations*		
Favors/ Souvenirs		
Mailing Printing*		
Mailing Postage*		
Program Printing		
Giveaways		
Speakers Fee		
Other		
Totals:	(A) _____	(B) _____

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## Event Budget Worksheet Part B

**Instructions:**

- 1) Divide the total of the fixed costs in (B) on the previous page by the number of people attending the event:

$$(B) = \frac{\text{_____}}{\text{(# of people attending)}} = \frac{\text{_____}}{\text{breakdown of fixed costs per person}} (C)$$

- 2) Add the breakdown of costs per person in (C) to the total variable costs per person in (A):

$$\frac{\text{_____}}{(A)} + \frac{\text{_____}}{(C)} = \frac{\text{_____}}{\text{Cost of event per person}}$$

- 3) The amount that you get for the overall cost of event per person is the price you should be charging the participants that attend this event. If there is a separate cost for entry tickets for an event such as athletic tickets or museum tickets, see below.

Option A: If there is no service charge or a service charge for each entry ticket, follow Option A.

$$\frac{\text{_____}}{\text{Entry ticket cost}} + \frac{\text{_____}}{\text{Service charge per ticket (if applicable)}} = \frac{\text{_____}}{\text{Overall entry ticket cost}}$$

Add the ticket cost to the cost of event per person for the overall event ticket cost:

$$\frac{\text{_____}}{\text{Overall entry ticket cost}} + \frac{\text{_____}}{\text{Cost of event per person}} = \frac{\text{_____}}{\text{Total event ticket cost}}$$

Option B: If there is an overall service charge for the entire entry fee order, follow Option B.

$$\frac{\text{_____}}{\text{Entry ticket cost}} \times \frac{\text{_____}}{\text{Number of tickets}} = \frac{\text{_____}}{\text{Entry ticket subtotal}}$$

$$\frac{\text{_____}}{\text{Entry ticket subtotal}} + \frac{\text{_____}}{\text{Overall order service charge}} = \frac{\text{_____}}{\text{Overall order cost}}$$

$$\frac{\text{_____}}{\text{Overall order cost}} \div \frac{\text{_____}}{\text{Number of tickets}} = \frac{\text{_____}}{\text{Cost of entry ticket per person}}$$

$$\frac{\text{_____}}{\text{Cost of entry ticket per person}} + \frac{\text{_____}}{\text{Cost of event per person}} = \frac{\text{_____}}{\text{Total event ticket cost}}$$



