

# EVENT ORGANIZER WORKSHEET

**Type of Event:** \_\_\_\_\_  
(Christening, Birthday, Office Party, Wedding, etc.)

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **No. of Guests:** \_\_\_\_\_

**Overall Budget:** \_\_\_\_\_  
(Include all costs, the total you are willing to spend)

**Food/Drink Budget:** \_\_\_\_\_  
(Calculate as a per person cost)

**Type of Meal Service:** \_\_\_\_\_  
(Sit-Down or Buffet)

**Open Bar?:** Yes/No

**Menu Considerations:** \_\_\_\_\_  
(e.g. Kid's Menu, Full Course Meal, Pupus, etc.)

**Additional Items Needed:** \_\_\_\_\_  
(e.g. Stage, Dance Floor,  
Podium, Microphone, Reception  
Table, Gift Table, etc.)

**Additional Services Needed:** \_\_\_\_\_  
(e.g. DJ, Chair & Table Rental,  
Invitations, Photographer, etc.)

