

EVENT COST ESTIMATE

EVENT NAME / PROJECT

ESTIMATE #

DATE

CLIENT INFORMATION
EVENT LOGISTICS
VENUE / LOCATION
EVENT DATE & TIME

DESCRIPTION OF SERVICES / ITEMS	QUANTITY	UNIT PRICE	TOTAL
VENUES & RENTALS			
CATERING & BEVERAGE			
PRODUCTION & ENTERTAINMENT			
STAFFING & MANAGEMENT			

Subtotal
Service Fee / Tax
Total Estimate

TERMS & CONDITIONS

This is an estimate only, not a final invoice. Prices are subject to change based on final guest count and specific requirements. A deposit of _____% is required to secure the date.

CLIENT SIGNATURE
AUTHORIZED PROVIDER SIGNATURE