

# PLANNING YOUR PARTY ON A BUDGET

Whether you are spending \$50 or \$5000, organizing and planning are key to staying within the budget and creating a party everyone will remember.

## STEPS FOR BUDGETING

- 1. IDENTIFY YOUR BUDGET.** What are you comfortable spending? You don't have to spend a lot of money to meet those around you. Find what is reasonable for your family.
- 2. PRIORITIZE YOUR BUDGET.** What are the most important parts of your party? Spend the most on the important things.
  - a. Estimate your costs. Make sure you list **EVERYTHING** you need
  - b. Food and drinks
  - c. Tables and chairs
  - d. Music, fun stuff, entertainment
  - e. Decorations
  - f. Invitation costs
- 3. FINALIZE YOUR BUDGET.** When you get actual costs for things, add that to an "Actual Spend" line on your budget. Even if it doesn't match up perfectly with what you estimated, it's helpful to see the numbers side by side.

## THINGS TO KEEP IN MIND / AVOID

- **Account for fees and taxes:** These costs add up if you forget to keep up with them
- **Estimated vs. actual costs:** Keep up with actual costs after you get the numbers so you know where you truly are with the budget
- **CUSHION THE BUDGET!** Be prepared for unexpected costs. Add 10-15% to your total budget for last-minute expenses.
- If you are renting things, make sure you know the cancellation fees and policies in case of bad weather.

## HELPFUL LINKS

[EVENT BUDGET TEMPLATE](#)