



EVENT BUDGET REFERENCE GUIDE

COMPLETING YOUR EVENT BUDGET

There are expenses associated with any event. Whether you are donating items or proposing a registration to cover costs, developing a budget is essential to successfully planning your event.

The Event Budget Request Form should be completed after your program is approved to specify the costs for your event and how they will be paid for. Your budget should incorporate everything that costs money for your event (food, decorations, speakers, venues, etc.)

EVENT VENUE

- **Is this event being held at Harvest?:** If your event was approved to be off-site, the Events Department will handle booking the location. No action is required on your part.

CATERED MENU

- **Do you want your menu catered?:** If you are proposing for your event to be catered, you simply need to list your desired menu and caterer (if known) on the food section of the Events Budget Request Form. If approved, the Events Department will be responsible for contacting the caterer for your event.

GUEST SPEAKERS, ARTISTS & ENTERTAINMENT

- **Are there any outside Guest Speakers, Artists or Entertainment?:** If your proposed guest artist, speaker or entertainment was approved on your program, the Events Department will be responsible for all correspondence associated with these outside entities.

POLICY FOR CORRESPONDING WITH OUTSIDE ENTITIES

- **The Events Department is Your Liaison:** As the Event Lead, you are not authorized to negotiate contracts or contact speakers, artists, venues or outside entities on behalf of the church. All contracts will be handled by the Finance Department.

FOOD COST REFERENCE SHEET

Please see the cost references below for commonly used food items and supplies for events. Use this information to assist you with the food and supplies portion of the Event Budget Request Form.

Meat / Entree						
Food Item	Package Details	Qty	Serves	Serving Size (per person)	Price Per Bag/Package	Amount
Meatballs	Casa Di Bertacchi Meatballs 5/8 oz. size beef meatballs 6 lb.	1 bag	32 people	5 meatballs	\$16.98	
Chicken Wings	Willow Brook from Sam's (pre-cooked) – 40 to 45 wings	1 bag	15 people	3 wings	\$16.98	
Chicken Wings	100 wings – Buffalo Wild Wings	100 wings	33 people	3 wings	\$86.03	
Chicken Wings	100 wings – Buffalo Philly's	100 wings	33 people	3 wings	\$65.99	
Hamburger	40 pack – Prairie Ridge Premium Beef	1 box	40 people	1 hamburger	\$29.73	
Hot Dogs	24 pack – Ball Park All Beef	1 pack	24 people	1 hot dog	\$8.32	
Meat & Cheese Tray	Castle Wood	1 tray	50 people	2 pieces of meat; 2 pieces of cheese	\$25.98	
Pizza	8 slice large pizza	1 pizza	4 people	2 slices	<i>contact vendor for pricing</i>	
Side Dishes						
Food Item	Package Details	Qty	Serves	Serving Size (per person)	Price Per Bag/Pkg/Tray	Amount
Chicken Salad	32 oz per container	1 cont.	8 people	1 serving spoon	\$7.58	
Macaroni Salad	5 lb container	1 cont.	15 people	1 serving spoon	\$5.00	
Tossed Salad	2 lb bag –Taylor Farms Romaine	3 bags	25 people	1 bowl	\$2.98	
Baked Beans	Bush's Baked Beans	1 can	40 people	1 serving spoon	\$5.98	
Vegetable Tray	4 lb – Gourmet Vegetable Tray	1 tray	50 people		\$9.98	
Fruit Tray	4 lb – Fruit Tray	1 tray	25 people		\$11.98	
Desserts						
Food Item	Package Details	Qty	Serves	Serving Size (per person)	Price Per Bag/Pkg/Tray	Amount
Bundt Cake	Chocolate or Lemon	1 cake	16 people	1 slice	\$6.98	
Assorted Mini Cheesecakes	63 pk – Lawler's Cheesecake Miniatures Variety	1 box	21 people	3 cheesecakes	\$14.98	
Assorted Cookies	Sam's Cookie platter – 84 Cookies	1 tray	42 people	2 cookies	\$20.98	
Beverages						
Food Item	Package Details	Qty	Serves	Serving Size (per person)	Price Per Bag/Pkg/Tray	Amount
Sweet Tea	1 gallon	1 gallon	6 people	2 X 10 oz. cups	\$3.00	
Lemonade	1 gallon	1 gallon	6 people	2 X 10 oz. cups	\$3.00	
Juice	1 gallon	1 gallon	6 people	2 X 10 oz. cups	\$2.00	
Coffee	Folgers Classic Roast	1 can	190	1 X 12 oz. cup	\$10.83	
Water	1 gallon	1 gallon	6 people	2 X 10 oz. cups	\$2.00	
Ice	Ready Ice – 20 lb bag	1 bag	40 people	1 cup	\$2.98	

Bread						
Food Item	Package Details	Qty	Serves	Serving Size (per person)	Price Per Bag/Pkg/Tray	Amount
Dinner Rolls	24 pk – Artisan Wheat Dinner Rolls	1 bag	13 people	1–2 rolls	\$4.98	
Hamburger bun	Blue Ribbon – 16 per pack	1 pack	16 people	1 bun	\$2.28	
Hotdog bun	Blue Ribbon – 16 per pack	1 pack	16 people	1 bun	\$2.38	
Condiments / Sandwich Toppings						
Food Item	Package Details	Qty	Serves	Serving Size (per person)	Price Per Bag/Pkg/Tray	
Ketchup	Hunts Tomato Ketchup	1 box	1000 packs	1 – 2 packs	\$17.98	
Mustard	French's Mustard	1 box	500 packs	1 – 2 packs	\$7.88	
Mayonnaise	Mayonnaise	1 box	200 packs	1 – 2 packs	\$12.78	
Lettuce	Taylor Farms	2 head		---	\$2.38	
Tomatoes	6 pack of tomatoes	1 pack		---	\$5.98	
Cheese Slices	Kraft American Singles	1 box	72 people	1 slice	\$8.98	
Other Food Items						
Food Item	Package Details	Qty	Serves	Serving Size (per person)	Price Per Bag/Pkg/Tray	
Potato Chips	Large Family Size – Utz chips	1 bag	30 people	1 hand full	\$3.98	
Nachos	Medallion Brand Tortilla Chips 3 lb. – 2 ct.	1 box	38 people	1 bowl	\$7.92	
Cheese Sauce	Daily Chef Nacho Cheese Sauce 6.62 lb. can	1 can	50 people	1 serving spoon	\$6.28	
Spiral Pinwheels	60 in each container	1 cont.	20 people	3 per person	\$10.98	
Supplies						
Food Item	Package Details	Qty	Serves	Serving Size (per person)	Price Per Bag/Pkg/Tray	
Cups	Clear 16 oz	1 pack	120 people		\$9.98	
Napkins	Vanity Fair	1 pack	660 people		\$8.98	
Spoons, Forks, Knives	Daily Chef Clear (360 Count)	1 pack	180 people		\$9.96	
Large Styrofoam plate	10 ½ inch	1 pack	175 people		\$11.48	
Small Styrofoam plate	6 inch	1 pack	320 people		\$7.34	
Aluminum pans (half)	30 per package	1 pack			\$6.58	
Aluminum pan (full)	15 per package	1 pack			\$8.78	
Chafing Fuel	12 per package	1 pack			\$14.97	