

Planning Helper **SAMPLE**

Food & Beverage (F&B) Expense Worksheet for Budgeting a Catered Event
Automatically reflects how total cost will be affected when attendance, quantity or price is adjusted.

NOTE: Check and correct all formulas after making changes in this spreadsheet.
Select All, Ctrl~ to view formulas. Ctrl~ again to return to normal view.
Explanatory Notes on Page 3

Item	Estimated # to Order	Cost of Menu Item	90 Guests * 1st Guarantee	100 Guests Final Guarantee	Notes for reception with heavy hors d' oeuvres (program after)
Food					
Hors d'oeuvres - Passed					* Initial calculations based on expected registration of 120 less 25% (historical no-show factor) for net 90 guests. Adjusted up 11% to net 100 due to last minute registration. See guarantee.
6 pieces per person (see note)	65	24.00	1,560.00	1,728.00	See selections on Pg 2. Cost of Item is total for 1 of ea type
Food Station #1 (per item)	1	700.00	700.00	700.00	Steamship of beef serves 75-100
Food Station #2 (per person)	55	11.00	605.00	660.00	Pasta-Cost of Item is per person at 40% less than net registration.
Total Food			2,865.00	3,088.00	
Dessert Table					
Asst. Cookies & Brownies (per doz)	3	30.00	90.00	120.00	Cost per dozen
Coffee (per gallon)	1	55.00	55.00	55.00	Cost per gallon/ 20 cups (cost increasing - budget higher in future)
Total Dessert Table			145.00	175.00	Very little demand for dessert and coffee historically
Subtotal Food & Dessert			3,010.00	3,263.00	
Service Charge 21%			632.10	685.23	
Tax 8.25%			300.47	325.73	Service charge taxable!
Total Food, Tax, Service Charge			3,942.57	4,273.96	See guarantees, pg 2. Chef will prepare 3% over guarantee
Beverages					
Full Bar (2 per person @ 6.00 avg)	80	12.00	960.00	1,920.00	Actual attendance 9.2% higher than original estimate of 120
Beer & Wine - Soft Bar			0.00	0.00	Caught error in beverage cost projection. Doubled it to average 2 drinks at 6.00 avg. per person for 80% of net registration (100).
Subtotal Beverage-Hosted			960.00	1,920.00	
Service charge 21 %			201.60	403.20	
Tax 8.25%			95.83	191.66	
Total Beverage, Tax, Service Chg			1,257.43	2,514.86	
Total F&B, Tax, Service Charge			5,200.01	6,788.82	Caterer required no F&B minimum based on past event history :)
Total cost F/B per person (pp)			57.78	67.89	
Audiovisual					
A/V Tech	1	150.00	150.00	150.00	3 hours at 50.00 per hour (in-house rate)
Easel	2	0.00	0.00	0.00	No charge for easels
Wireless Lapel Mic.	3	50.00	150.00	150.00	3 panelists
Projector/Rear Screen	1	450.00	450.00	450.00	EXTRA lighting @175.00 - Did not need!
Subtotal Audiovisual			0.00	0.00	Sponsor provided all A/V at no charge :)
Service Charge 21%			0.00	0.00	
Tax 8.25%			0.00	0.00	NOTE: No svc charge/tax for AV tech but both applies to equip (?)
Total Audiovisual		0.00	0.00	0.00	
Room Rental & Labor					
Room Rental	1	0.00	0.00	0.00	1,500.00 room rental waived based on F&B guarantee.
Food Station Attendants	2	150.00	300.00	300.00	1 at pasta, 1 at beef station
Cashier	1	0.00	0.00	0.00	
Cocktail Servers	3	70.00	210.00	280.00	Servers 35.00/hr. pp - 2 hours (added 1 server)
Bartenders	2	0.00	0.00	0.00	150.00 each if bar minimum of 500.00 each not met
Subtotal Labor	1	0.00	510.00	580.00	
Service Charge 21%		0.00	0.00	0.00	
Tax 8.25%		0.00	0.00	0.00	
Total Labor / Equip / Rental			510.00	580.00	Flat fee-no tax or service charge
Parking	0.00	0.00	0.00	0.00	Free self park; valet discounted to \$6; individuals pay own
Grand Total			5,710.01	7,368.82	Budgeted ticket prices at 65.00; sponsor allocations at 55.00
Total Cost Per Person (pp)			63.44	73.69	60% paid tickets; 40% sponsor allocations

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Actual Beverages Served:	# Served	Pricing for current year		% Served
Imported Beer	98	6.00	588.00	0.30
Domestic Beer	22	5.25	115.50	0.07
White Wine	48	6.50	312.00	0.15
Red Wine	66	7.00	462.00	0.20
Soft Drinks	12	3.25	39.00	0.04
Premium Brands	68	8.00	544.00	0.21
Mineral Water	10	3.50	35.00	0.03
Sparkling Water	0	0.00	0.00	0.00
House Brands	0	0.00	0.00	0.00
Cordials	0	0.00	0.00	0.00
Total Beverages	324		2,095.50	1.00
Hors d' oeuvres selection:	Pieces	Price	1st Guarantee	Final Guarantee
1. Asparagus tips w/ham	55	3.50	192.50	210.00
2. Lobster medallions / dill crostini	100	5.25	525.00	577.50
3. Mushroom tartlets	60	3.00	180.00	195.00
4. Parmesan crusted artichoke hearts w/marinara	60	3.25	195.00	211.25
5. Mini beef wellington w/shallot reduction	45	5.00	225.00	250.00
6. Sesame chicken w orange marmalade sauce	60	4.00	240.00	260.00
Total Hors d' Oeuvres	380	24.00	1,557.50	1,703.75
NOTE: Open cells in final guarantee column to see # of pieces (28% less than net regn)				
Food Stations:				
<u>Station #1</u>				
Steamship of Beef, au jus, sage, mayo, horseradish, mini rolls	1	700.00	700.00	700.00
<u>Station #2</u>				
Pasta Station: Penne & Tortellini w/ Marinara or Garlic cream sauce; garlic bread. Condiments; Pine nuts, basil & mushrooms	55	11.00	605.00	660.00
Total Food Stations			1,305.00	1,360.00
Budgeted for Break-Even	Pd Seats @ 65.00	Sponsor Allocations* @ 55.00		Total
Budgeted Revenue	3,900.00	1,650.00		5,550.00
Actual Revenue	5,590.00	2,475.00		8,065.00
Final Projected Event Cost				7,368.82
Actual Event Cost (Bar 375.00 over)				7,648.19
Budget Variance :)				416.81

* Sponsors choose from various levels of sponsorship for the year. Benefits include a given number of event seats based on level selected. Value of sponsor seats are allocated to events at less than standard ticket price.

ACTUAL RESULTS / NOTATIONS FOR FUTURE REFERENCE
Communicate % of each bev type consumed to future caterers
Actual: 324 drinks served, at 6.50 each averaged, 2.5/person

ACTUAL ATTENDANCE RESULTS
Registered in advance including sponsors - 147
Actual no shows including sponsors - 26 (17.7%)
Walk-ins - 10 actual
Net Attendance - 131 served

SPONSOR ALLOCATIONS
Sponsor comps registered - 57
Sponsor comps no shows - 12 (21%)
Total sponsor comps used - 45

F&B GUARANTEE
Guaranteed 5 days in advance for 90
Increased guarantee 2 days in advance to 100
Served 131 - Actual cost per person
Deadline to give guaranteed number to be served/paid was 5 days in advance of event. Number could be increased up until day of event but not decreased. Chef prepared 3% over guarantee as a courtesy. Group charged for guaranteed number plus the additional 31 that were served. Pasta station guarantee was increased 10% day of event in anticipation of walk-ins. Perfect!
Catering Contact:
Phone: _____ Fax: _____
Email: _____
Venue: _____
City, State: _____

KEEP this document on file to serve as history of actual performance of event, to reference when booking future events, and to use as a template.

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Next page for explanatory notes

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This is a SAMPLE spreadsheet to be used as a guideline when setting up your own. Make adjustments so it applies to whatever type of catered event you are planning, such as a plated banquet versus a buffet, by changing the type of menu items, prices, number of people to be served, equipment rentals, etc. Begin by entering cost from the caterer's printed menus and adjust as menu items are selected from the menu or new items are created for your group. For most events it will be more cost effective to select hors d'oeuvres and food stations using this worksheet and paying for beverages based on consumption instead of paying a flat per person fee. Double-check your formulas carefully and work and ask a member of your team to verify your formulas are correct if you are not proficient in Excel.

Column G, Page 1	Use this column for notes that will change through the planning process. Keep final notes for history/reference for future events.
Column G, Page 2	Reserve this column to record actual results and make notes of things that occurred during the event that you need to remember.
Row 4 Column A - E	Change the names of the headers to suite your own terminology. Reserve Column E for the final guarantee you give a day or two in advance. Initial guarantee in Column D will usually be due 5 work days (excluding weekend) in advance. Save Column D in the permanent record to refresh your memory when planning future events about changes that had to be made in Column E
Row 7 Column A and B	This example uses Column A for number of pieces of passed hors d'oeuvres to serve based on percentage of net registration (*uses projected number of guests less historical no-show factor). Column B reflects the total cost for 1 of each of the menu items selected. See Cell C78, Page 2. This makes your calculation for Row 7 easier. Make changes to the hors d'oeuvres selections or the number of each to be served on Page 2 to control cost. Example, if your cost for hors d'oeuvres is too high, you can reduce the number of the expensive items to be served and increase the number of less expensive items.
Rows 8 & 9, Column A & B	Change number of people up or down to project/control cost keeping in mind the history of your group, if you know it. The beef item is a favorite for this hypothetical group so 100% of net registration is being ordered. It is the only item at 100% of net because not everyone will eat a full portion of every item. The pasta station is ordered as a substantial "filler" that can easily be replenished at little extra cost when the more expensive hors d'oeuvres are gone.
Rows 17 & 18 Rows 25 & 26	In this example, the service charges are taxable and must be added to the total food cost before calculating the tax. This will not always be the case. Tax laws vary from city to city, state to state. In this case, too, service charges and taxes have been calculated from the food total and again from the bar total as instructed by this group. The amount is the same as it would be if calculated only once from the total of food and bar beverages. NOTE: Service charges do not always include gratuities. Ask! If gratuities are included, ask what employees receive them. You may be disappointed to learn that the employees you feel deserving do not.
Row 22	It will be greatly appreciated by your caterer if you can communicate the type of beverages this group prefers to drink based on history from previous events. See <i>Actual Beverages Served</i> on Page 2. In this example, the beverage cost averaged 2 drinks per person at the higher average cost per drink. Cell C22 uses a similar projection. The example note in Column G will serve as an important future reminder. Projected cost will always be on a per person basis, but you will save if you can arrange to pay based on consumption rather than per person. Remember that once a bottle of alcohol or wine is opened, you must pay for the full bottle.
Row 31	Calculating the cost per person as you go through the planning process is an effective reference point when determining how to price tickets, for example, or to tell at a glance that cost is problematic.
Rows 39 & 40	Note in Column G is meant to serve as a warning that service charges and taxes can be applied differently for audiovisual labor and equipment based on location, and it can affect cost considerably. Be sure to ask your vendor how these charges will be structured.
Rows 49 & 50	Again, service charges and taxes on audiovisual and rental equipment will vary from city to city, state to state. Ask!

[Questions? Ask Sharron at www.PlanningHelper.com](http://www.PlanningHelper.com)