

Year-End Function Budget Planner

A simple worksheet to turn a vague budget into a celebration your team can actually enjoy.

1. Your quick budget snapshot

Estimated guests	Total budget	Budget per person

Quick maths: Total budget ÷ expected guests = your starting budget per person.

2. The basics

Preferred date / date range 	Time of day
Indoor / outdoor / either 	Location area
Travelling or overnight guests? 	Decision-maker / approver

3. Pick your two priorities

A polished function usually feels better when the budget is focused. Tick the two things your team will care about most.

☐ Great food	☐ Fun activity	☐ Beautiful setting
☐ Drinks	☐ Décor / styling	☐ Team gifts
☐ Entertainment	☐ Awards / recognition	☐ Accommodation

4. What kind of celebration suits your team?

Team vibe	Possible direction
☐ Easy + social	Garden or long-table lunch, light trivia
☐ Relaxed + elegant	Lovely meal, music, simple styling
☐ Playful	Friendly team challenges + food
☐ Creative	Hands-on activity + refreshments
☐ Appreciation-focused	Lunch + awards + small gifts
☐ Experience-first	Activity first, meal afterwards
☐ Very low-pressure	Good food. Good company. No organised activity required.

Compare quotes without losing the plot

The cheapest headline price is not always the best-value quote. Compare what is actually included.

5. Venue quote comparison

	Venue A	Venue B	Venue C
Venue / contact			
Price per person			
Estimated total			
Venue hire included?			
Catering included?			
Beverages included?			
Tables / chairs / linen?			
AV / sound?			
Parking?			
Décor / styling?			
Minimum spend / guests?			
Deposit required			
Extra costs to note			

6. Questions to ask before you book

■ Is the quoted amount per person or a total venue fee?	■ Does the price include VAT?
■ Exactly what catering is included?	■ Are tea, coffee, water or other drinks included?
■ Is venue hire included?	■ Are tables, chairs, linen and basic setup included?
■ Is AV or sound equipment included if needed?	■ Is parking available, and is there a charge?
■ Is décor included or separate?	■ Is there a minimum number of guests or minimum spend?
■ What extras could change the final price?	■ What deposit is required to secure the date?
■ What happens if our final headcount changes?	

7. Your final shortlist

Best overall fit _____	Best value _____
Favourite date _____	Decision / next step _____

One useful rule: Spend on the two things your team is most likely to remember. A thoughtful function often feels more generous than one overloaded with extras.