



THE SWITCH

onny finance & studio solutions

VIP Re-Enrollment Event Budget Template

Total Budget: \$_____

1. Venue & Decor

Item	Estimated Cost	Actual Cost
Red Carpet & Backdrop	\$_____	\$_____
Balloons & Table Decor	\$_____	\$_____
VIP Banners & Signage	\$_____	\$_____
Confetti Poppers / Balloon Drop	\$_____	\$_____
Other	\$_____	\$_____
Total	\$_____	\$_____

2. VIP Swag & Gifts

Item	Cost per Unit	Quantity	Estimated Cost	Actual Cost
Tutu / Superhero Cape	\$_____	_____	\$_____	\$_____
Medals / Sashes	\$_____	_____	\$_____	\$_____

Branded Water Bottles / Bags	\$ _____	_____	\$ _____	\$ _____
Golden Ticket Prizes	\$ _____	_____	\$ _____	\$ _____
Stickers / Small Dance Toys	\$ _____	_____	\$ _____	\$ _____
Other	\$ _____	_____	\$ _____	\$ _____
Total			\$ _____	\$ _____

3. Entertainment & Special Moments

Item	Estimated Cost	Actual Cost
Photographer / Photo Booth	\$ _____	\$ _____
Costume Character / Special Guest	\$ _____	\$ _____
Music / Speaker Setup	\$ _____	\$ _____
Special Recognition (Crowns, Certificates)	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total	\$ _____	\$ _____

4. Refreshments

Item	Cost per Unit	Quantity	Estimated Cost	Actual Cost
Juice Boxes / Water	\$ _____	_____	\$ _____	\$ _____
Snacks (Cookies, Crackers)	\$ _____	_____	\$ _____	\$ _____
Coffee Station for Parents	\$ _____	_____	\$ _____	\$ _____
Other	\$ _____	_____	\$ _____	\$ _____
Total			\$ _____	\$ _____

5. Marketing & Materials

Item	Estimated Cost	Actual Cost
VIP Invitations (Printed/Digital)	\$ _____	\$ _____
Flyers & Signage	\$ _____	\$ _____
Social Media Ads	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total	\$ _____	\$ _____

6. Grand Total

Category	Estimated Cost	Actual Cost
Venue & Decor	\$ _____	\$ _____
VIP Swag & Gifts	\$ _____	\$ _____
Entertainment & Special Moments	\$ _____	\$ _____
Refreshments	\$ _____	\$ _____
Marketing & Materials	\$ _____	\$ _____
Overall Total	\$ _____	\$ _____

7. Cost-Saving Opportunities

- **Sponsors / Donors:** (List any local businesses contributing items or funds)
- **Volunteers:** (List staff or parents helping with setup/cleanup)
- **Bulk Discounts / Vendor Deals:** (Track any cost savings from bulk orders or partnerships)