



Corporate Event Budget Cheat Sheet

Plan smarter. Save time. Create unforgettable events.

Budget Tier	Range	Best For
■ Low	Under \$500 per group	Small teams, in-office activities, volunteer days
■ Medium	\$500 – \$2,500	Offsite events, workshops, creative sessions
■ High	\$2,500+	Retreats, large events, travel or venue rentals

Hidden Costs to Plan For:

- Taxes, service fees, and gratuities
- AV equipment and Wi-Fi
- Parking or transportation
- Setup, cleanup, and staffing fees
- Printing and signage materials

Top 5 Ways to Maximize ROI:

1. Set clear goals — know your purpose before booking.
2. Prioritize connection — build events around interaction.
3. Choose venues that reflect your brand vibe.
4. Use feedback surveys after every event.
5. Partner with experts — like Mountain Events Company.

Pro Tips from Mountain Events Company:

- Book early: Utah venues fill fast during ski season.
- Always mix teams to encourage cross-department collaboration.
- Budget for weather backups in outdoor events.
- Plan one surprise element per event — people remember it.
- Keep a 10% contingency fund for last-minute needs.

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