

Planning a team retreat? Visit [offsite.com](https://www.offsite.com) to save time, money, and stress.

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**OFFSITE NAME** [Acme Corp All-Hands] # of Attendees  
**OFFSITE DATES** [Month Day-Day, Year] # of Nights

BUDGET LINE ITEM	QUANTITY	PRICE	ESTIMATED SPEND	Notes	Summary of Estimated Costs	
Travel Agency Fees				Fees for companies like AllFly or tools like Navan		
Flights from XYZ				<a href="#">Use this free tool from AllFly for flight estimates</a>	<b>Estimated Flights</b>	<b>\$0.00</b>
Hotel Rooms Night 1				Be sure to budget different price points when budgeting, such as prices for a basic room vs an upgraded room.		
Hotel Rooms Night 2						
Hotel Rooms Night 3						
Hotel Rooms Night 4						
Hotel Rooms Night 5						
Extra Rooms				You might consider budgeting for any additional room nights before and/or after your offsite in case attendees need to arrive early or stay late to accommodate travel plans.		
Hotel Tax / Resort Fees					<b>Estimated Rooming Charges</b>	<b>\$0.00</b>
Parking						
Transportation (Uber Airport Transfers) x2				<a href="#">Uber price estimator</a> : Your group may prefer or require shuttles and other ground transport options. Add to your budget accordingly.		
Car rentals						
Public Transit						
Transportation to/from Activities						<b>Estimated Transportation</b>
Breakfasts				The "quantity" of meals is calculated as number of attendees times number of days. You may choose to save money by offering less food (ie no snacks), and/or by offering per diems vs catered meals.		
Lunches						
Dinner				Be sure to budget for tax, tip, and any alcohol purchases. If you are planning parties during your offsite, alcohol may require its own line-item in the budget. Options such as drink tickets vs open bars can save money as well. Be sure to advise your team on how to be responsible during retreats and remind them of your company's policies and expectations if necessary.		
Service Fees				If you are catering from the hotel or venue, service fees may be 20% or more on top of your breakfasts, lunches, and dinners. Budget accordingly if you plan for at least some of your meals to be catered by the venue.		
Snack Breaks On Property					<b>Estimated F&amp;B</b>	<b>\$0.00</b>
Activity 1				Activities can be team-building activities, tours, entertainment, volunteering, and more.		
Activity 2						
Activity 3				Add line items for more activities, or remove line items if you have less activities planned. Consider activities provided by your venue as part of any resort fees or daily amenities packages you are already paying for	<b>Estimated Activity Spend</b>	<b>\$0.00</b>
Outside Speaker and/or Facilitator						
Swag						
Gifts, Awards, Recognition						
Event Decorations						
Photographer and/or Videographer						
Event Supplies				Name tags, signage, printed materials, whiteboards, etc.		
Event Insurance						
Travel Visas						
Donations or Sustainability Efforts				Use this line item for carbon offsets, donations to local causes, etc.		
Meeting Space				Consider the costs associated with multiple meeting spaces (such as a general meeting space and breakout rooms) and be sure to budget accordingly.		
A/V						
Event Production Staff					<b>Estimated Misc Spend</b>	<b>\$0.00</b>
					<b>Total Estimated Spend</b>	<b>\$0.00</b>
					<b>Estimated Budget Per Person</b>	<b>#DIV/0!</b>
<b>Salary:</b>		<b>\$100,000</b>				
					<b>Opportunity Cost To Plan Internally</b> <small>(Planning Hours x Salary)</small>	<b>\$0</b>
<small>If you edit the salary for the team members who would otherwise be planning your offsite internally, the "opportunity cost" equation will automatically update.</small>						