INSTRUCTIONS

WEDDING PLANNER

Begin on the Setup tab of the spreadsheet.
Fill in your name and your partners name, as well as the date & time of your wedding.

YOUR NAME	Audrey	WEDDING DATE	Sep 2, 2023
YOUR PARTNER'S NAME	Owen	WEDDING TIME	3:00 PM

BUDGET

Log your budget in the Wedding Budget cell.

WEDDING BUDGET	$50,000.00

Create your list of *Expense Categories*. In the *Budget* column, you will put the amount you are allocating to the corresponding category. The *Actual* and *Difference* columns will automatically update as you log expenses in the *Wedding Expenses* chart.

TOTAL SPENT	$1,950.00
TOTAL OUTSTANDING	$1,450.00
LEFT TO SPEND	$34,338.00
LEFT TO BUDGET	$4,250.00
TOTAL EXPENSE BUDGET	$5,800.00

As you fill in the Budget column, the Left to Budget amount will update, showing you how much funds you have left to allocate.

TIP: Do not edit or type over any cells with grey backgrounds.

EXPENSE CATEGORIES			
CATEGORY	BUDGET	ACTUAL	DIFFERENCE
Venue	$10,000.00	$0.00	$10,000.00
Attire	$6,000.00	$0.00	$6,000.00
Entertainment	$700.00	$900.00	-$200.00
Food/Drinks	$4,000.00	$3,512.00	$488.00
Flowers	$2,000.00	$0.00	$2,000.00
Stationery	$500.00	$320.00	$180.00
Music	$1,000.00	$1,000.00	$0.00
Photos/Videos	$1,500.00	$300.00	$1,200.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
TOTAL	$26,700.00	$5,952.00	$19,668.00

WEDDING EXPENSES							
EXPENSE	CATEGORY	BUDGET	ACTUAL	DIFFERENCE	PAID	REMAINING	DUE BY
Save the dates	Stationery	$100.00	$100.00	$0.00	$100.00	$0.00	
Engagement photo	Photos/Videos	$300.00	$300.00	$0.00	$300.00	$0.00	Nov 1
Caterer	Food/Drinks	$12,000.00	$12,000.00	$0.00	$12,000.00	$0.00	July 8
DJ	Music	$1,000.00	$1,000.00	$0.00	$500.00	$500.00	June 29
Invitations	Stationery	$500.00	$350.00	$0.00	$350.00	$0.00	
Rehearsal Dinner Venue	Food/Drinks	$500.00	$512.00	$(12.00)	$512.00	$0.00	
Hair	Hair/Makeup	$150.00	$150.00	$0.00		$150.00	
Makeup	Hair/Makeup	$150.00	$150.00	$(0.00)		$150.00	
		$ -	$ -	$0.00		$0.00	

TOTAL SPENT	
	$1,950.00
TOTAL OUTSTANDING	
	$1,450.00
LEFT TO SPEND	
	$34,338.00
LEFT TO BUDGET	
	$4,250.00
TOTAL EXPENSE BUDGET	
	$5,800.00

As you purchase items or book vendors for your wedding, log those purchases in the *Wedding Expenses* chart. Assign each expense a category so that your budget stays accurate and your pie graph updates.

Log any payments or deposits you make in the *Paid* column, and the *Remaing* column will automatically update, showing you how much you still owe. If the due date passes and the item is not fully paid, the row will highlight red.

As you create budgets for your expenses, the Total Expense Budget cell will update showing you how much you have planned on spending so far.

GUEST LIST

If you know what food you will be offering, go ahead and list those choices. Totals will autocalculate. If you will have separate guest lists, you can fill in the names of those lists as well. Again, totals will autocalculate as guests are invited.

The total number of those invited and those attending will auto calculate.
Needs Address and Needs Table are there to show you how many guests still need a table assigned, and how many guests are missing addresses.

TIT NAME GIVEN	
Audrey & Owen	
DAY-OF:	

INVITES SENT:	ATTENDING:
0	0
NEEDS ADDRESS	NEEDS TABLE
0	0

MEAL TYPE	
Beef	0
Fish	0
Vegetarian	0
Chicken	0
Kids	0

LIST TOTALS	
Attending	0
Delayed	0
Sent	0

GUEST NAME	PLUS ONE	LIST	GROUP TIP	INVITED	ATTENDING	TABLE	CABIN TRIP	QTY	MEAL TYPE	QTY	NAMES/PREFERENCES	ADDRESS
Aaron Lee Smith	1	Sent	Family	☑	☑	1	Beef	1	Beef	1	no dairy, lactose	123 Main St
Beth and Ben Jones	1	Sent	Family	☑	☑	1	Vegetarian	1	Vegetarian	1		456 W Main St
Alexandria Williams	1	Sent	Bell	☑	☑	1						789 Trolley Rd
Ashley Williams	1	Sent	Bell	☑	☑	1	Vegetarian	1	Beef	1		789 Trolley Rd
Lily Martinez	1	Delayed	Family									
Sue Cameron	1	Delayed	Family			1	Chicken	1				123 Cypress St
Jeffrey Kim	1	Delayed	Bell									
Ed Williams Sr.	1	Sent	Bell	☑	☑	1	Kids	1				456 Birchwood Ln

Start by listing out the guests invited to your wedding. In the *# of Guests* cell, type the total number of people invited with that one invitation. If you are inviting a single person and allowing a plus one, then type 2 in the *# of Guests* cell.

Choose which list they are going on, if applicable, and who they are a guest of. Log what table they will be seated at and their meal choice. There are two columns for meal type, in case of different choices between guests. There are also columns to log the quantity of that choice.

ADDITIONAL EVENTS	
Bachelor Party	4
Bachelorette Party	3
Bridal Shower	4
Rehearsal Dinner	3
	0

GIFTS RECEIVED
3
THANK YOUS SENT
0

Log the gifts you receive from guests after the wedding, and check the box when a thank you is sent. Totals will auto-calculate.

ADDITIONAL EVENTS			
Bachelor Party	Bachelorette Party	Bridal Shower	Rehearsal Dinner
☑	☑	☑	☐
☑	☑	☑	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Do not edit these cells.

GIFT RECEIVED	THANK YOU SENT
Crockpot	☐
Toaster	☐
Honeymoon Money	☐

List any related events you will need to keep a guest list for & those events will automatically load into the *Guest List* chart and the *Related Events* page.

TO-DO LISTS

There are six to-do lists on the To-Do list page, however you can duplicate these as needed. Rename the lists to fit your wedding timeline, and log the tasks that need completed at that time.

Audrey & Owen's
WEDDING TO-DO LIST

ONE YEAR		
TASK	ASSIGNED TO	DUE
Venue Research	Audrey & Owen	Jan 01
Venue Contract	Audrey & Owen	Jan 01
Photographer Research	Audrey & Owen	Jan 01
Photographer Contract	Audrey & Owen	Jan 01
Videographer Research	Audrey & Owen	Jan 01
Videographer Contract	Audrey & Owen	Jan 01

SIX MONTHS		
TASK	ASSIGNED TO	DUE
Wedding Dress Research	Audrey	Jan 01
Wedding Dress Purchase	Audrey	Jan 01
Bridesmaids Dress Research	Audrey	Jan 01
Bridesmaids Dress Purchase	Audrey	Jan 01
Groom's Attire Research	Owen	Jan 01
Groom's Attire Purchase	Owen	Jan 01

THREE MONTHS		
TASK	ASSIGNED TO	DUE
Rehearsal Dinner Venue Research	Audrey	Jan 01
Rehearsal Dinner Venue Contract	Audrey	Jan 01
Rehearsal Dinner Menu Research	Audrey	March 01

SEATING

77 MORE DAYS

TABLE TOTALS	
TABLE NAME	ASSIGNED
TABLE 1	2
TABLE 2	6
TABLE 3	3
TABLE 4	0

If a table is overfilled, that tables row will highlight red in the Table Totals chart.

TABLE ONE	
SEATS PER TABLE	6
NAME OF GUEST	#
Sarkany, Everett	2

TABLE TWO	
SEATS PER TABLE	6
NAME OF GUEST	#
John and Jane Smith	3
Beth and Ben Jones	3
Sue Cameron	2

Fill in how many seats are available at each table. The Guest Name & Count will auto add to the correct table when assigned a table on the *Guest List* page.

RELATED EVENTS PAGE

RELATED EVENTS

Bachelor Party				
INVITE SENT				
Name	Plus One	Invite Sent	Attending	Notes
Aaron Lee Smith	Sean Smith	☑	☑	
Ashley Williams	Jeff Kim	☑	☑	
Jeffrey Kim	Ashley Kim	☑	☑	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

Bridal Shower				
INVITE SENT				
Name	Plus One	Invite Sent	Attending	Notes
Alexandria Williams	Lauren Kim	☑	☑	
Ashley Williams	Jeff Kim	☑	☑	
Sue Cameron	Bob Cameron	☑	☑	
Jeffrey Kim	Ashley Kim	☑	☑	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

Rehearsal Dinner				
INVITE SENT				
Name	Plus One	Invite Sent	Attending	Notes
Beth and Ben Jones	Beth and Ben Jones	☑	☑	
Ed Williams Sr.	Ed Williams Jr.	☑	☑	
Jeffrey Kim	Ashley Kim	☑	☑	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

When you check a guest as invited to an *Additional Event* on the *Guest List* page, they will automatically be pulled into the correct events guest list on the *Related Events* page. If a couples name is pulled into an invite list where only one person would be invited, you can list that name change under the *Name for Invite* column.

If both sides of the couple are invited to a related event, you will need to check an extra Invite Sent & Attending box (to keep the count accurate.)

ITINERARY

Audrey

✓	DATE	START	END	LOCATION	DESCRIPTION	NOTES
☑						
☑						
☑						
☑						
☑						
☑						
☑						
☑						

Owen

✓	DATE	START	END	LOCATION	DESCRIPTION	NOTES
☑						
☑						
☑						
☑						
☑						
☑						
☑						
☑						

The itinerary charts are completely customizeable, with the exception of the first two charts. Your name and your partners name will auto-fill into these headers.

EVENT & ATTIRE PACK LIST

NUMBER OF ITEMS	6	ITEMS PACKED	5

ATTIRE PACK LIST

ITEM	DETAILS	BEGINING	FROM	TO	PERSON IN CHARGE	NOTES	✓
NUMBER OF ITEMS	9				ITEMS PACKED	5	

EVENT PACK LIST

ITEM	DETAILS	BEGINING	FROM	TO	PERSON IN CHARGE	NOTES	✓
Wedding Ceremony		3	Saturday	Afternoon	Groom		☐
Cocktail Hour/Photos		4	Saturday	Afternoon	Groom		☐
Entertainment		5	Saturday	Afternoon	Groomsmen		☐
Wedding Reception		6	Saturday	Afternoon	Groomsmen		☐
							☐
							☐
							☐
							☐

As you list items and check them off, the *Number of Items* and *Items Packed* cells will automatically update.

VENDOR RESEARCH

Use the filters to narrow down your choices.

VENDOR RESEARCH

✓	VENDOR	CATEGORY	PHONE	EMAIL	WEBSITE	PRICE	DATE	DEPOSIT	DEPOSIT DUE	PAID	BALANCE DUE	BALANCE DUE DATE	PAID	NOTES
☑	Cake Bake Shop	Bakery	555-555-1234	cakebakeshop@email.com	www.cakebakeshop.com	$500.00	10/15/22	$100.00	10/15/22	$100.00	$400.00	8/15/23	$400.00	
☑	Sweet Treats Bakery	Food/Drinks	Today Without	555-555-1234		Dessert Bar	8/15/23	Cake Tasting		$50.00	$450.00	8/15/23	$450.00	
☑	Photo Bug Inc.	Photo/Video	Jack Frost	555-555-1234		Bud Lightning	9/20/23	Photo/Video	9/20/23	$1,500.00	$0.00	9/20/23	$0.00	
☐														
☐														
☐														
☐														
☐														
☐														
☐														
☐														

Check off vendors that don't fit your needs and star your favorites.

Wishes To Weddings
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