

Use "Wedding budget template" to keep track of your event planning spending within your budget.

Working with table data

When you start working with the template, you will see the "header" of the table, in which you only need to fill in 2 cells (they do not have a color fill): "My wedding budget" and "Wedding Date," the rest of the values will be calculated automatically after filling the entire table.

My wedding budget		Already paid		Wedding Date	
Total cost		Remaining to pay		Days left	
Still available		Used budget			

First, you need to enter the total budget for the wedding that you plan / can spend. To do this, enter this number into the cell "My wedding budget."

Also, enter the data on the planned date of your event in the "Wedding Date" cell, then in the cell below "Days left," which will display the number of days left for preparation.

The filled "header" of the table may look like this.

My wedding budget	20 000,00	Already paid		Wedding Date	12/08/2022
Total cost		Remaining to pay		Days left	336
Still available	20 000,00	Used budget	0%		

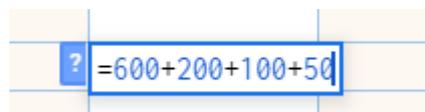
Below there are the estimated costs of the wedding, categorized as follows:

- Reception
- Apparel
- Music
- Photography
- Flowers / Décor
- Everything Else

Reception	Estimated	Actual	Difference	Already paid	Due	Check point
Venue rental						
Food and waitstaff						
Beverages						
Wedding cake						
Table/chair/linen rentals						
Wedding favors						
Transportation/parking						
Other						
Total:	0,00	0,00	0,00	0,00	0,00	

Next, you need to fill in the planned and current costs by item of expenditure. It is necessary to fill only the columns that do not have a color fill; the rest of the values are calculated automatically.

- In the "Estimated" column, enter the estimated costs for each cost item.
- In the "Actual" column, enter the actual values of the expenses you need to spend on this expense item.
- The "Difference" column is calculated automatically as the difference between the first two columns. If the actual costs are more than planned, the value is displayed with a minus sign shaded in red.
- In the "Already paid" column, enter the amount of finance you have already paid for this article. If you pay in installments, you can enter the total value and calculate the total in the cell itself. To do this, you must put the "=" sign at the beginning of the cell and then enter the value through the "+" sign. Press the "Enter" key upon completing the entry, and your inputs will be summed up.



- The "Due" column automatically calculates the amount you still need to pay (the difference between the actual value of expenses and the amount already paid).
- If you have fully paid the entire required amount for the expense item, it will display the completion mark in the "Check point" column.

A completed table of one of the expense categories might look like this.

Reception	Estimated	Actual	Difference	Already paid	Due	Check point
Venue rental	2 000,00	1 500,00	500,00	1 000,00	500,00	
Food and waitstaff	1 500,00	2 000,00	-500,00	2 000,00		✓
Beverages	1 000,00	1 000,00		1 000,00		✓
Wedding cake	500,00	550,00	-50,00	300,00	250,00	
Table/chair/linen rentals	6 000,00	7 000,00	-1 000,00	3 000,00	4 000,00	
Wedding favors	600,00	500,00	100,00	500,00		✓
Transportation/parking	700,00	700,00		500,00	200,00	
Other	600,00	300,00	300,00	300,00		✓
Total:	12 900,00	13 550,00	-650,00	8 600,00	4 950,00	

Fill in all the categories that are relevant to you in the same way.

Working with the result of calculations

After you have filled in all the categories given, planned and actual costs, already paid funds, you can see a summary of your budget in the "header" of the table. It might look like this.

My wedding budget	20 000,00	Already paid	8 600,00	Wedding Date	12/08/2022
Total cost	13 550,00	Remaining to pay	4 950,00	Days left	336
Still available	6 450,00	Used budget	68%		

- "Total cost" is the total of the column values across all "Actual" categories.
- "Still available" is the difference between the total planned budget of the wedding and the total amount of expenses - how much more you can spend.
- "Already paid" is the total of the values for the column in all categories "Already paid" - how much money you have already paid.
- "Remaining to pay" is the total of the column values across all "Due" categories - how much money you need to pay in addition to current expense items.
- "Used budget" shows the percentage of how much your budget is used.