



Wedding Planning & Budget Worksheet Call us at 919-481-2366 to discuss your catering options!

EVENT NAME:	EVENT LOCATION:		CATERING SERVICE:		TIME:	
EVENT DATE:			BUDGET:		# GUESTS:	
EVENT TYPE:			TOTAL:	\$ -		

LOCATION, DÉCOR, ENTERTAINMENT	\$ -	FOOD & ALCOHOL & FLOWERS	\$ -	PRINTING / PUBLICITY / OTHER	\$ -
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The grey areas are locked with formulas, cost/item times # needed. They add up to the top of the column, and then to the total

LOCATION / VENUE / SPACE	Cost/Item	# Needed	Total	CATERING	Cost/Item	# Needed	Total	INVITATIONS	Cost/Item	# Needed	Total
Hourly Rate for First 2 Hours			\$ -	Menu Choice				Email			\$ -
Additional Hours			\$ -	Price / Guest			\$ -	Event Logo Design			\$ -
Security Deposit - Non-Refundable			\$ -	Additional Charges/ Guests			\$ -	Invitation Design			\$ -
Clean-Up Fees			\$ -	Delivery Fee			\$ -	Printing			\$ -
Bar Fees			\$ -	Setup Fee			\$ -	Off the Shelf Cost			\$ -
Insurance			\$ -	Clean-up Fee			\$ -	Postage			\$ -
Security Staff			\$ -	Tax			\$ -				\$ -
Other Venue Staff			\$ -	Billed Gratuity			\$ -				\$ -
Other Venue Staff			\$ -	Suggested Gratuity			\$ -				\$ -
RENTALS	Cost/Item	# Needed		FOOD RELATED RENTALS	Cost/Item	# Needed		PRINTED MATERIALS	Cost/Item	# Needed	
Head Table			\$ -	Dishes			\$ -	Posters			\$ -
Other Tables			\$ -	Water Glasses			\$ -	Table Signs			\$ -
Head Chairs			\$ -	Wine Glasses			\$ -	Entry Banner			\$ -
Other Chairs			\$ -	Silverware			\$ -	Stage / Head Table Banner			\$ -
Tents			\$ -	Serving Dishes			\$ -	Place cards			\$ -
Linens			\$ -	Buffet Table			\$ -	Name tags			\$ -
Table Skirts			\$ -				\$ -	Napkins			\$ -
Pipe and Draping			\$ -				\$ -	Thank you note cards			\$ -
DÉCOR RENTALS	Cost/Item	# Needed		ALCOHOL	Cost/Bottle			GIFTS	Cost/Item	# Needed	
Trees			\$ -	Wine 1			\$ -	Gifts with Logos / Monograms			\$ -
Large Plants			\$ -	Wine 2			\$ -	Gifts with Logos / Monograms			\$ -
Small Plants			\$ -	Wine 3			\$ -	Gifts with Logos / Monograms			\$ -
Stage			\$ -	Wine 4			\$ -	Customized Award 1			\$ -
Lighting			\$ -	Wine 5			\$ -	Customized Award 2			\$ -
Props			\$ -	Champagne			\$ -	Customized Award 3			\$ -
			\$ -	Hard Liquor			\$ -				\$ -
Displays			\$ -	Tax			\$ -				\$ -
			\$ -	Bartender			\$ -				\$ -
			\$ -	Drink Ticket Seller			\$ -				\$ -
FLOWERS	Cost/Item	# Needed		CAKE	Cost/Item	# Needed		PHOTOGRAPHY / VIDEO / AU	Cost/Item	# Needed	
Flowers on Tables			\$ -	Wedding Cake			\$ -	Photographers			\$ -
Flowers at Head Table			\$ -	Recognition Cake			\$ -	Printed Photos			\$ -
Entryway Flowers			\$ -	Cupcakes			\$ -	Videographers			\$ -
Lapel Flowers			\$ -	Birthday Cake			\$ -	Copies of Videos			\$ -
Bouquet			\$ -	Anniversary Cake			\$ -				\$ -
Bouquet for VIP			\$ -	Sugar-free Cake			\$ -				\$ -
			\$ -	Wheat free Cake			\$ -	Audio Recorders			\$ -
			\$ -				\$ -	Audio Recordings			\$ -
ENTERTAINMENT	Cost/Item	# Needed		ADDITIONAL STAFF / HELP	Cost/Item	# Needed		PUBLICITY	Cost/Item	# Needed	
DJ / Disk Jockey Fee			\$ -	Event Planner			\$ -	Fee for Press Release Writing			\$ -
Tip / Gratuity			\$ -	Designer			\$ -	Fee for Press Release Distribution			\$ -
Musicians Fee			\$ -	Assistants			\$ -	Fee for Online Event Publicity			\$ -



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<b>LOCATION, DÉCOR, ENTERTAINMENT</b>	\$ -	<b>FOOD &amp; ALCOHOL &amp; FLOWERS</b>	\$ -	<b>PRINTING / PUBLICITY / OTHER</b>	\$ -
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Tip / Gratuity			\$ -	Valet / Parking			\$ -	Social Media Publicity			\$ -
Emcee Fee			\$ -	Coat Checker			\$ -				\$ -
Tip / Gratuity			\$ -	Security			\$ -				\$ -
<b>ENTERTAINMENT RENTALS</b>	<b>Cost/Item</b>	<b># Needed</b>			<b>Cost/Item</b>	<b># Needed</b>		<b>TRANSPORTATION</b>	<b>Cost/Item</b>	<b># Needed</b>	
Dance Floor			\$ -				\$ -	Car Rentals			\$ -
Podium			\$ -				\$ -	Taxis			\$ -
Risers			\$ -				\$ -	Limousines			\$ -
Screens			\$ -				\$ -	Bus			\$ -
Projector			\$ -				\$ -	Drivers			\$ -
Microphone for Speakers			\$ -				\$ -	(Refreshments for drive)			\$ -
Recording Equipment			\$ -				\$ -	(Hostesses / guides )			\$ -
PA System			\$ -				\$ -				\$ -
Microphone for Speakers			\$ -				\$ -				\$ -