**Budget & Vendor Summary**

*You may wish to transfer this to a Microsoft Excel spreadsheet to allow you to use formulas*

|  |  | **Projected Cost / Budget** | **Supplier** | **Contact Details** | **Date Confirmed** | **Deposit – Amount & Date Due/Paid/Status** *Continuously Update* | **Balance – Amount & Date Due/Paid/Status** *Continuously Update* | **Actual Cost** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ceremony | Event Setup/Styling |  |  |  |  |  |  |  |
| Venue Hire |  |  |  |  |  |  |  |
| Marriage Celebrant |  |  |  |  |  |  |  |
| Stationery – Order of Service Booklets |  |  |  |  |  |  |  |
| Refreshments |  |  |  |  |  |  |  |
| Music |  |  |  |  |  |  |  |
| Reception | Venue Hire |  |  |  |  |  |  |  |
| Package |  |  |  |  |  |  |  |
| Bar Tab |  |  |  |  |  |  |  |
| DJ/Band |  |  |  |  |  |  |  |
| Styling / Decorations |  |  |  |  |  |  |  |
| Bonbonnieres |  |  |  |  |  |  |  |
| Stationery – Menus, Name Plates, Seating Chart |  |  |  |  |  |  |  |
| Services | Flowers |  |  |  |  |  |  |  |
| Photographer |  |  |  |  |  |  |  |
| Car(s) |  |  |  |  |  |  |  |
| Accommodation – Before and After |  |  |  |  |  |  |  |
| Cake |  |  |  |  |  |  |  |
| Videographer |  |  |  |  |  |  |  |
| Bride/Groom 1 | Dress/Suit |  |  |  |  |  |  |  |
| Alterations |  |  |  |  |  |  |  |
| Accessories |  |  |  |  |  |  |  |
| Hair and Make-up |  |  |  |  |  |  |  |
| Shoes |  |  |  |  |  |  |  |
| Ring |  |  |  |  |  |  |  |
| Bride/Groom 2 | Dress/Suit |  |  |  |  |  |  |  |
| Alterations |  |  |  |  |  |  |  |
| Accessories |  |  |  |  |  |  |  |
| Hair and Make-up |  |  |  |  |  |  |  |
| Shoes |  |  |  |  |  |  |  |
| Ring |  |  |  |  |  |  |  |
| Bridal Party 1 | Dress/Suit |  |  |  |  |  |  |  |
| Alterations |  |  |  |  |  |  |  |
| Accessories |  |  |  |  |  |  |  |
| Hair and Make-up |  |  |  |  |  |  |  |
| Shoes |  |  |  |  |  |  |  |
| Gift |  |  |  |  |  |  |  |
| Bridal Party 2 | Dress/Suit |  |  |  |  |  |  |  |
| Alterations |  |  |  |  |  |  |  |
| Accessories |  |  |  |  |  |  |  |
| Hair and Make-up |  |  |  |  |  |  |  |
| Shoes |  |  |  |  |  |  |  |
| Gift |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Total | |  |  |  |  |  |  |  |