

## WEDDING BUDGET

Category	Budget	Spent	Category	Budget	Spent
<b>CEREMONY</b>			<b>MENSWEAR</b>		
Site rental			Tuxedo rental		
Officiant			Groomsman rental		
Rental fees:					
chairs			<b>MUSIC</b>		
misc.			Wedding		
			Reception:		
<b>RECEPTION</b>			DJ		
Site rental			Band/artist(s)		
Other rental fees:					
			<b>FLOWERS</b>		
<b>Decorations</b>			Ceremony site		
Food			Reception		
Cake			Bouquets		
Beverages			Corsages		
Bar					
			<b>STATIONERY</b>		
<b>BRIDAL GOWN</b>			Invitations		
Dress					
Veil/headpiece			<b>PHOTOGRAPHY</b>		
Shoes			Portraits/candid's		
Foundation garments			Videographer		
Jewelry					
			<b>MISC</b>		
<b>HAIR AND BEAUTY</b>			Favors		
Hair salon			Transportation		
Spa					
Makeup					

## VENUE INFORMATION

Information	Venue #1	Venue #2	Venue #3	Venue #4
Site Type				
Address				
Phone number				
Website				
Rental Fee				
Capacity				
Parking lot capacity				
Décor/style				
Proximity to hotels				
Proximity to public transportation				
Deposit schedule				
Cancellation cost				
Questions	-	-	-	-
Parking fees?				
Reception hall attached?				
In-house catering?				
Liquor license?				
Private or public?				
Coat check?				
Speakers provided?				
Chairs provided?				
Liquor provided?				
Wheelchair accessible?				
Coat check?				
# of bathrooms?				
Room for a band and dancing?				
Outdoor space?				



## CATERER INFORMATION

Information	Caterer #1	Caterer #2	Caterer #3
Name			
Address			
Phone number			
Website			
Email address			
Fax			
Contracted or caterer's staff?			
Meals prepared from scratch?			
On-site meal preparation?			
Corking/cake cutting fees?			
Does caterer handle place settings/place cards/favors?			
Does wait staff serve and clear?			
Rate per plate			
All-inclusive rate			
<b>Cost of:</b>	-	-	-
Sit-down meal			
Buffet			
Dinner			
Brunch			
Cocktails and hors d'oeuvres only			
Open bar			
Vegetarian/allergen alternatives			
1 waiter per x number of guests			
Plating ahead			
Plating to order			
Gratuities/Service charges			
Parking			
Seasonal food			
Dessert			



## CATERING COMPANY HIRED

Catering Firm	
Address	
Contact Person	
Phone	
Fax	
Email	
Wedding luncheon/dinner	
Style? (buffet or full service)	
Appetizers/hors d'ouvres	
Other dishes:	
Multiple meal options?	
1.	
2.	
3.	
# of guests served	
Costs:	
Food	
Setup/service	
Other charges	
GRAND TOTAL:	
Notes:	



## BAKERY INFORMATION

Bakery	
Address	
Contact person	
Phone	
Fax	
Email	
Flavor	
# of tiers	
Icing color	
Accent colors	
Toppers	
Misc. décor/designs	
# of guests served	
Slab cake needed?	
Notes:	
Costs:	
Wedding cake	
Slab cake	
Delivery fee	
Other charges	
GRAND TOTAL:	
Notes:	

