

Budget and payments

Track the whole cost and the next payment without double-counting deposits.

Event / date

Currency

Spending ceiling

Contingency reserve

Planned and confirmed costs

Category	Estimate	Final total	Paid	Balance
Venue and rentals				
Food and drinks				
Photo, video and music				
Outfits and decorations				
Other / contingency				
TOTAL				

Include taxes and required fees. Balance = final total minus paid. Deposits count toward the total; do not add them twice.

Upcoming payments

Provider / item	Due date	Amount	Paid on

Record amounts and references only. Do not store card numbers, passwords or bank details here.