

Wedding Budget & Vendor Expense Tracker

A simple planning workbook to organize vendors, deposits, balances, due dates and every wedding-related expense.

Couple: _____ Wedding Date: _____
Venue: _____ Guest Count: _____

Total Wedding Budget	\$ _____	Total Paid to Date	\$ _____
Total Estimated Cost	\$ _____	Remaining to Pay	\$ _____
Total Actual Cost	\$ _____	Over / Under Budget	\$ _____

Master Budget by Category

Category	Planned Budget	Estimated Cost	Actual Cost	Paid	Balance Due
Venue / Site Fees					
Catering / Food					
Bar / Beverages					
Wedding Planner / Coordinator					
Photography					
Videography					
DJ / Entertainment					
Ceremony Music / Officiant					
Florist / Decor					
Rentals / Linens					
Wedding Attire					
Hair / Makeup / Beauty					
TOTALS					

Tip: Update this page whenever a quote changes or a payment is made. Keep an emergency cushion for last-minute costs.

Master Budget by Category - Continued

Complete the remaining categories, then transfer the totals into your final budget snapshot.

Category	Planned Budget	Estimated Cost	Actual Cost	Paid	Balance Due
Invitations / Stationery					
Cake / Desserts					
Transportation					
Photo Booth / Guest Experiences					
Favors / Gifts					
Lodging / Travel					
Tips / Gratuities					
Emergency / Miscellaneous Fund					
TOTALS					

Budget Snapshot

Total Wedding Budget	\$ _____	Total Paid to Date	\$ _____
Total Estimated Cost	\$ _____	Remaining to Pay	\$ _____
Total Actual Cost	\$ _____	Over / Under Budget	\$ _____

Important Cost Reminders

Done	Budget-Saving & Tracking Checkpoint	Notes
	Confirm whether taxes and service charges are included in each quote.	
	Include delivery, setup, teardown, travel and overtime fees.	
	Reserve funds for vendor meals, tips and gratuities.	
	Keep a contingency amount for unexpected or last-minute costs.	

Vendor Contact & Expense Tracker

Record each vendor, the amount quoted, deposits paid, remaining balance and payment deadline.

Primary Wedding Vendors

Vendor / Expense	Company or Contact	Phone / Email	Quoted	Deposit	Balance	Due Date	Paid?
Venue							
Caterer							
Bar / Beverage Service							
Wedding Planner / Coordinator							
Photographer							
Videographer							
DJ / MC / Entertainment							
Ceremony Musician							
Officiant							
Florist							
Decorator / Designer							
Rental Company							

Attire, Beauty, Guest Services & Extras

Track attire, beauty services, guest conveniences and optional enhancements.

Vendor Details

Vendor / Expense	Company or Contact	Phone / Email	Quoted	Deposit	Balance	Due Date	Paid?
Wedding Dress / Alterations							
Suit / Tuxedo							
Hair Stylist							
Makeup Artist							
Cake / Bakery							
Stationery / Invitations							
Transportation							
Hotel / Lodging							
Photo Booth							
Favors / Gifts							
Other Vendor							
Other Vendor							

Payment Schedule & Deadline Tracker

Use this page to prevent missed deposits and final-payment deadlines. Keep confirmation numbers or receipt details.

Payment Due	Vendor / Expense	Amount Due	Amount Paid	Date Paid	Method / Confirmation	Done

Recommended Payment Checkpoints

Done	Budget-Saving & Tracking Checkpoint	Notes
	Review every contract for deposit, installment and final-payment dates.	
	Confirm which payments are refundable, non-refundable or transferable.	
	Save copies of signed agreements, invoices and receipts in one folder.	
	Verify the vendor name shown on each check, card charge or payment app.	
	Ask whether taxes, service charges, delivery, setup and travel are included.	

Additional Wedding Expenses

Smaller purchases can add up quickly. Track them here so they stay inside the overall budget.

Category	Planned Budget	Estimated Cost	Actual Cost	Paid	Balance Due
Save-the-Dates					
Postage					
Guest Book					
Welcome Sign / Seating Chart					
Table Numbers / Place Cards					
Centerpiece Supplies					
Candles / Batteries					
Cake Topper / Serving Set					
Ring Box / Ring Pillow					
Unity Ceremony Items					
Dance Floor Accessories					
Late-Night Snacks					
Wedding Party Gifts					
Parent Gifts					
Vendor Meals					
Hotel Welcome Bags					
Marriage License					
Insurance / Permits					
TOTALS					

Additional Items

Category	Planned Budget	Estimated Cost	Actual Cost	Paid	Balance Due
Childcare / Pet Care					
After-Party Expenses					
Honeymoon Deposits					
Returns / Replacement Costs					
Other					

Category	Planned Budget	Estimated Cost	Actual Cost	Paid	Balance Due
Other					
TOTALS					

Final Budget Snapshot

Total Wedding Budget	\$ _____	Total Paid to Date	\$ _____
Total Estimated Cost	\$ _____	Remaining to Pay	\$ _____
Total Actual Cost	\$ _____	Over / Under Budget	\$ _____

Budget Notes

Notes, Questions, Contract Details or Follow-Up Items	Target Date	Completed

Planning Notes & Follow-Up List

Use this page for vendor questions, contract details, price changes, tasks and important reminders.

Notes, Questions, Contract Details or Follow-Up Items	Target Date	Completed

Before You Finalize the Budget

Done	Budget-Saving & Tracking Checkpoint	Notes
	All major vendors have signed contracts and confirmed contact information.	
	Every deposit and final balance is entered on the payment schedule.	
	Taxes, service fees, delivery, setup, travel and overtime are accounted for.	
	A realistic amount is reserved for tips, gratuities and vendor meals.	
	A contingency fund remains available for unexpected expenses.	
	The final total is affordable without relying on uncertain gifts or reimbursements.	

Planning resource provided by [ReceptionConnection.com](https://www.ReceptionConnection.com)

For planning purposes only. Couples should review all contracts and confirm prices, fees and deadlines directly with each vendor.