

BUDGET MANAGER

One of the greatest influences on the type of wedding you have will be your budget. To establish an accurate distribution of wedding finances, you and your fiancé should first take a moment to discuss one another's wants, needs and wish-lists. The next step—prioritize. If serving a lavish buffet with passed hors d'oeuvres at the reception takes precedence over hiring a live band, or if an abundance of lush, cascading flowers framing your entry into the reception is more important than the cake, you'll need to make the appropriate adjustments and allocations. Remember, when you increase the expenditure in one category, you decrease the available budget for the remaining categories.

USING THE BUDGET MANAGER

The percentages that appear in the Suggested column on the following pages are only guidelines. They can easily be changed to accommodate your personal preferences and priorities.

To calculate the Suggested Budget per category, simply multiply your Total Budget by the Suggested Percentage. For example: \$25,000 (total budget) x 5.00% (suggested percentage) = \$1,250.

Utilize this printed version of the Budget Manager or visit www.aboutweddings.com and go to The Planning Place>Budget Manager. The online version of the Budget Manager allows for updating, revisions and complete re-dos. Either way, set your budget as soon as possible and commit to following it.

	<i>Suggested %</i>	<i>Budget</i>	<i>Actual</i>
<i>Reception</i>			
<input type="checkbox"/> Beverages/Bar/Corkage Fee	5.00%	_____	_____
<input type="checkbox"/> Cake/Cake Cutting Fee	2.00%	_____	_____
<input type="checkbox"/> Catering/Food/Servers/Tax/Gratuity	29.00%	_____	_____
<input type="checkbox"/> Facility Rental	6.00%	_____	_____
<input type="checkbox"/> Rental Items	1.00%	_____	_____
<input type="checkbox"/> Other		_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	43.00%	_____	_____
<i>Ceremony</i>			
<input type="checkbox"/> Aisle Runner	0.25%	_____	_____
<input type="checkbox"/> Candles/Candelabras	0.35%	_____	_____
<input type="checkbox"/> Facility Rental	0.75%	_____	_____
<input type="checkbox"/> Officiant	0.40%	_____	_____
<input type="checkbox"/> Marriage License	0.25%	_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	2.00%	_____	_____

	<i>Suggested %</i>	<i>Budget</i>	<i>Actual</i>
<i>Apparel/Bride</i>			
<input type="checkbox"/> Alterations	0.55%	_____	_____
<input type="checkbox"/> Bride's Gown	6.45%	_____	_____
<input type="checkbox"/> Headpiece/Veil	0.50%	_____	_____
<input type="checkbox"/> Jewelry	0.10%	_____	_____
<input type="checkbox"/> Lingerie	0.10%	_____	_____
<input type="checkbox"/> Shoes	0.30%	_____	_____
<input type="checkbox"/> Other		_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	8.00%	_____	_____
<i>Apparel/Groom</i>			
<input type="checkbox"/> Groom's Formalwear	0.75%	_____	_____
<input type="checkbox"/> Accessories (Shoes, cufflinks, etc)	0.25%	_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	1.00%	_____	_____
<i>Photographer</i>			
<input type="checkbox"/> Photographer Fee/Prints	7.00%	_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	7.00%	_____	_____
<i>Videographer</i>			
<input type="checkbox"/> Videographer Fee/Copies	4.00%	_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	4.00%	_____	_____
<i>Flowers</i>			
<input type="checkbox"/> Attendants' Bouquets	1.00%	_____	_____
<input type="checkbox"/> Boutonnieres/Mothers' Flowers	0.75%	_____	_____
<input type="checkbox"/> Bride's Bouquet	0.70%	_____	_____
<input type="checkbox"/> Flower Girl's Basket	0.10%	_____	_____
<input type="checkbox"/> Decorations/Balloons	0.20%	_____	_____
<input type="checkbox"/> Reception Tables (buffet/cake/guests/bridal party)	4.25%	_____	_____
<input type="checkbox"/> Other		_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	7.00%	_____	_____

	<i>Suggested %</i>	<i>Budget</i>	<i>Actual</i>
<i>Music/Entertainment</i>			
<input type="checkbox"/> Ceremony	1.50%	_____	_____
<input type="checkbox"/> Cocktail Hour	1.50%	_____	_____
<input type="checkbox"/> Reception	4.00%	_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	7.00%	_____	_____
<i>Stationery</i>			
<input type="checkbox"/> Invitations/Reply Cards	1.50%	_____	_____
<input type="checkbox"/> Save-the-Date Cards	0.30%	_____	_____
<input type="checkbox"/> Maps	0.20%	_____	_____
<input type="checkbox"/> Wedding Program	0.25%	_____	_____
<input type="checkbox"/> Postage	0.45%	_____	_____
<input type="checkbox"/> Thank You Notes	0.30%	_____	_____
<input type="checkbox"/> Other		_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	3.00%	_____	_____
<i>Accessories</i>			
<input type="checkbox"/> Cake Knife & Server	0.20%	_____	_____
<input type="checkbox"/> Favors	1.00%	_____	_____
<input type="checkbox"/> Guest Book & Pen	0.15%	_____	_____
<input type="checkbox"/> Toasting Flutes	0.15%	_____	_____
<input type="checkbox"/> Other		_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	1.50%	_____	_____
<i>Gifts</i>			
<input type="checkbox"/> Bride's Attendants	0.30%	_____	_____
<input type="checkbox"/> Groomsmen & Ushers	0.30%	_____	_____
<input type="checkbox"/> Parents	0.40%	_____	_____
<input type="checkbox"/> Pre-Wedding Party Hosts	0.30%	_____	_____
<input type="checkbox"/> Soloists/Musicians (Friends)	0.20%	_____	_____
<input type="checkbox"/> Other		_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	1.50%	_____	_____

	<i>Suggested %</i>	<i>Budget</i>	<i>Actual</i>
<i>Transportation</i>			
<input type="checkbox"/> Guest Transportation	0.50%	_____	_____
<input type="checkbox"/> Limousine	1.50%	_____	_____
<input type="checkbox"/> Other		_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	2.00%	_____	_____
<i>Beauty</i>			
<input type="checkbox"/> Hair & Makeup	0.85%	_____	_____
<input type="checkbox"/> Manicure	0.15%	_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	1.00%	_____	_____
<i>Optional</i>			
<input type="checkbox"/> Wedding Coordinator	9.00%	_____	_____
<input type="checkbox"/> Wedding Insurance	1.00%	_____	_____
<input type="checkbox"/> Other		_____	_____
<input type="checkbox"/> Other		_____	_____
<input type="checkbox"/> Sub Total	10.00%	_____	_____
<i>Overages</i>			
<input type="checkbox"/> Tax/Tips	2.00%	_____	_____
<input type="checkbox"/> Other		_____	_____
Sub Total	2.00%	_____	_____
	100.00%	_____	_____

notes:
