

EVER AFTER PLANNER



Start Here Guide

Your budget and guest list in 30 minutes.



FAST START

Four steps to a working plan

1 Open your file (5 min)

Use the Google Sheets, Excel or Numbers steps on the next page. Pick the color edition you like best; they are identical inside.

2 Set your date and total budget (5 min)

On the Dashboard, type your wedding date in the yellow cell. On Budget, type your total budget. Checklist due dates, the countdown and every chart update by themselves.

3 Build your guest list (15 min)

On Guest List, replace the sample rows with your guests: name, side, group, RSVP and meal. Add a table number and the Seating Chart fills in by itself.

4 Check off your first tasks (5 min)

On Checklist, set your status on the 12+ months tasks and assign owners. Done tasks count on the Dashboard right away.

Tip. Every tab comes with realistic sample rows so you can see how it works. Select them and press Delete when you are ready for your own details. Yellow cells are inputs; drop-downs only accept the listed values.

Wedding Dashboard

Names	Olivia & Liam
Our story	Together since 2019
Wedding date (type yours)	Sep 18, 2027
Days to go	327
Weeks to go	46

CHECKLIST	
Total tasks	120
Done	14
In progress	4
Not started	102
Completed	12%

MEAL COUNTS (confirmed)	
Chicken	11
Beef	10
Fish	4
Vegetarian	4
Kids Meal	1
Total meals	30

BUDGET	
Total budget	\$60,000
Estimated	\$58,230
Actual	\$39,790
Paid so far	\$20,515
Remaining to pay	\$37,205
Spent vs total	34%

RSVPs	
Invited (rows)	30
Yes	23
No	2
Pending	5
Plus-ones coming	7
Total attending	30

The Dashboard: your date goes in the yellow cell and everything else follows.

Google Sheets, Excel or Numbers

Google Sheets

1. Open Google Drive and click **New > File upload**. Choose the .xlsx file.
2. Double-click the uploaded file, then **Open with > Google Sheets**.
3. Click **File > Save as Google Sheets** so the planner is fully editable and shareable.

Another way: in Google Sheets go to **File > Import > Upload**, choose the file and pick **Replace spreadsheet** or **Insert new sheet(s)**.

Microsoft Excel

1. Double-click the file, or open Excel and choose **File > Open**.
2. If Excel shows Protected View, click **Enable Editing**.

Apple Numbers

1. On Mac or iPad choose **File > Open** and select the .xlsx file (or drag it onto the Numbers icon).
2. Numbers converts it on the fly. To keep sharing the original, use **File > Export To > Excel**.

Good to know. All formulas and drop-downs are standard, so they work in all three apps. Charts are most reliable in Google Sheets and Excel. Edit together with your partner by sharing the Google Sheets copy.

Your five color editions

Blush, Champagne, Dusty Blue, Lavender and Sage are the same planner in five palettes. Work in one; keep the others as spares.

What each of the 33 tabs does

Tab	What it does
Start Here	How to use the planner, how to open it, and a clickable index of every tab.
Dashboard	Countdown, progress, budget, RSVPs and meals at a glance
Budget	Categories, line items and family contributions
Payments	Every deposit and due date
Checklist	120 tasks from 12 months out to wedding week
Guest List	Guests, RSVPs, meals, tables, addresses, gifts
Seating Chart	Tables with counts and meals per table
Layout Planner	Floor plan grid
Vendor Tracker	Status, cost and balance per vendor
Vendor Contacts	Contact sheet to share
Vendor Comparison	Compare quotes side by side
Ceremony Timeline	Ceremony order and roles
Reception Timeline	Cocktail hour to last dance
Run of Show	Master wedding-day schedule
Wedding Party	Roles, sizes, attire, duties
Rehearsal Dinner	Plan the night before
Bridal Shower	Host, games and menu
Bachelorette	Weekend itinerary and budget
Engagement Party	Celebrate the news
Honeymoon Planner	Flights, stays and reservations
Honeymoon Budget	Estimated vs actual
Packing Bride	Getting-ready and travel list
Packing Groom	Day-of list
Packing Honeymoon	Passports to sunscreen
Emergency Kit	Day-of fixes
Photo Shot List	Shots for your photographer
Music	Songs for every moment
Decor Inspiration	Ideas and references
Gift Registry	Items and purchases
Thank-You Tracker	Who gave what, notes sent
Accommodations	Hotel blocks and travel
Name Change	Step-by-step checklist
Notes	Free space

Budget and guest list, step by step

Wedding Budget

Type your total budget in the highlighted cell. Typical US percentages are suggestions: change them to fit you. Everything else calculates.

Total wedding budget

\$60,000

Category	Typical US share	Target	Estimated	Actual	Paid	Balance due	Contributions	Pledged	Received
Venue & Rental	15%	\$9,000	\$11,200	\$10,250	\$4,750	\$6,400	Bride	\$5,000	\$2,500
Catering & Bar	28%	\$16,800	\$20,100	\$13,200	\$6,600	\$13,200	Groom	\$3,000	\$1,500
Photography & Video	12%	\$7,200	\$6,000	\$4,200	\$1,400	\$4,600	Bride's parents	\$12,000	\$6,000
Attire & Beauty	8%	\$4,800	\$3,900	\$3,640	\$3,190	\$800	Groom's parents	\$6,000	\$3,000
Flowers & Decor	8%	\$4,800	\$3,800	\$2,300	\$800	\$2,900	Other family / gifts	\$1,000	\$0
Music & Entertainment	8%	\$4,800	\$2,400	\$1,800	\$600	\$1,800			
Stationery & Postage	3%	\$1,800	\$1,200	\$230	\$230	\$950			
Cake & Desserts	2%	\$1,200	\$700	\$650	\$325	\$325			
Wedding Rings	3%	\$1,800	\$1,500	\$1,420	\$1,420	\$0			
Transportation	2%	\$1,200	\$1,200	\$0	\$0	\$1,200			
Officiant & Legal	1%	\$600	\$380	\$300	\$300	\$80	Total contributions	\$27,000	\$13,000
Favors & Gifts	2%	\$1,200	\$950	\$0	\$0	\$950	Budget not yet covered	\$31,230	
Planner & Coordination	5%	\$3,000	\$1,800	\$1,800	\$900	\$900			
Rehearsal Dinner & Events	3%	\$1,800	\$3,100	\$0	\$0	\$3,100			
TOTAL	100%	\$60,000	\$58,230	\$39,790	\$20,515	\$37,205			
Over / under budget (estimated)		\$1,770							

Line items (edit, delete or add rows: pick a category from the list)

Category	Item	Estimated	Actual	Paid	Balance due	Paid by
Venue & Rental	Ceremony and reception venue fee	\$8,500	\$8,500	\$4,250	\$4,250	Both
Venue & Rental	Tables, chairs and linens rental	\$1,800	\$1,750	\$500	\$1,250	Both
Venue & Rental	Lighting and draping	\$900		\$0	\$900	Both
Catering & Bar	Dinner catering (150 guests)	\$13,500	\$13,200	\$6,600	\$6,600	Both
Catering & Bar	Bar package and bartenders	\$4,200		\$0	\$4,200	Both
Catering & Bar	Service charge and gratuity	\$2,400		\$0	\$2,400	Both
Photography & Video	Photographer (8 hours)	\$4,200	\$4,200	\$1,400	\$2,800	Both
Photography & Video	Videographer highlight film	\$1,800		\$0	\$1,800	Both
Attire & Beauty	Wedding dress and veil	\$2,200	\$2,350	\$2,350	\$0	Both
Attire & Beauty	Alterations	\$350		\$0	\$350	Both
Attire & Beauty	Groom suit and accessories	\$700	\$640	\$640	\$0	Both
Attire & Beauty	Hair and makeup	\$650	\$650	\$200	\$450	Both

Budget: type your total in the highlighted cell; category targets calculate from the typical US shares.

1. Type your total budget. Adjust the percentages to fit you (they only suggest a split).
2. Add each expected cost as a line item with its category. Estimated, actual and paid roll up automatically.
3. Log deposits on **Payments**: rows turn amber 30 days before due and red when overdue.

Guest List & RSVP

One row per invited guest. Counts on the Dashboard and Seating Chart update automatically.

#	First name	Last name	Side	Group	RSVP	Meal	Table	+1?	+1 name	+1 meal	Email	Mailing address	Gift	Thank-you
1	Olivia	Bennett	Bride	Family	Yes	Chicken	1	Yes	Noah Bennett	Chicken	olivia.bennett@example.com	100 Maple Street, Austin, TX 78700	Received	Sent
2	Liam	Carter	Groom	Family	Yes	Beef	1	No			liam.carter@example.com	107 Maple Street, Austin, TX 78711	Received	
3	Emma	Rodriguez	Bride	College Friends	Yes	Vegetarian	2	Yes	Lucas Meyer	Beef	emma.rodriguez@example.com	114 Maple Street, Austin, TX 78722		
4	Noah	Kim	Groom	Work	Pending			Yes			noah.kim@example.com	121 Maple Street, Austin, TX 78733		
5	Ava	Thompson	Bride	Family	Yes	Fish	1	No			ava.thompson@example.com	128 Maple Street, Austin, TX 78744	Received	Sent
6	Ethan	Brooks	Groom	College Friends	Yes	Beef	3	Yes	Mia Brooks	Chicken	ethan.brooks@example.com	135 Maple Street, Austin, TX 78755		
7	Sophia	Nguyen	Bride	Work	No			No			sophia.nguyen@example.com	142 Maple Street, Austin, TX 78766		
8	Mason	Patel	Groom	Family	Yes	Chicken	3	No			mason.patel@example.com	149 Maple Street, Austin, TX 78770		
9	Isabella	Garcia	Bride	Hometown Friends	Yes	Chicken	2	No			isabella.garcia@example.com	156 Maple Street, Austin, TX 78781		
10	Logan	Foster	Groom	Hometown Friends	Pending			No			logan.foster@example.com	163 Maple Street, Austin, TX 78792		
11	Mia	Sullivan	Bride	Family	Yes	Beef	1	Yes	Jack Sullivan	Beef	mia.sullivan@example.com	170 Maple Street, Austin, TX 78703		
12	James	Whitaker	Groom	Family	Yes	Fish	4	No			james.whitaker@example.com	177 Maple Street, Austin, TX 78714		
13	Charlotte	Hughes	Bride	College Friends	Yes	Chicken	2	No			charlotte.hughes@example.com	184 Maple Street, Austin, TX 78725		
14	Benjamin	Lopez	Groom	Work	Yes	Beef	4	Yes	Ana Lopez	Vegetarian	benjamin.lopez@example.com	191 Maple Street, Austin, TX 78736		
15	Amelia	Reed	Bride	Neighbors	Pending			No			amelia.reed@example.com	198 Maple Street, Austin, TX 78740		
16	Lucas	Murphy	Groom	College Friends	Yes	Chicken	3	No			lucas.murphy@example.com	205 Maple Street, Austin, TX 78751		
17	Harper	Cooper	Bride	Work	Yes	Vegetarian	2	No			harper.cooper@example.com	212 Maple Street, Austin, TX 78762		
18	Henry	Bailey	Groom	Family	Yes	Beef	4	Yes	Grace Bailey	Chicken	henry.bailey@example.com	219 Maple Street, Austin, TX 78773		
19	Evelyn	Ward	Bride	Family	No			No			evelyn.ward@example.com	226 Maple Street, Austin, TX 78784		
20	Alexander	Price	Groom	Hometown Friends	Yes	Chicken	4	No			alexander.price@example.com	233 Maple Street, Austin, TX 78795		

Guest List and RSVP: one row per guest; counts feed the Dashboard and Seating Chart.

Where the planner shines

Seating Chart

Assign a table number in the Guest List and the counts below fill in by themselves. Over capacity turns red.

Table #	Table name	Seats	Seated	Open seats	Chicken	Beef	Fish	Vegetarian	Kids Meal	Notes
1	Head Table	10	6	4	2	3	1	0	0	
2	Table 2	8	5	3	2	1	0	2	0	
3	Table 3	8	4	4	3	1	0	0	0	
4	Table 4	8	6	2	2	2	1	1	0	
5	Table 5	8	5	3	1	2	1	0	1	
6	Table 6	8	4	4	1	1	1	1	0	
7	Table 7	8	0	8	0	0	0	0	0	
8	Table 8	8	0	8	0	0	0	0	0	
9	Table 9	8	0	8	0	0	0	0	0	
10	Table 10	8	0	8	0	0	0	0	0	
11	Table 11	8	0	8	0	0	0	0	0	
12	Table 12	8	0	8	0	0	0	0	0	
13	Table 13	8	0	8	0	0	0	0	0	
14	Table 14	8	0	8	0	0	0	0	0	
15	Table 15	8	0	8	0	0	0	0	0	
16	Table 16	8	0	8	0	0	0	0	0	

Seating Chart: assign a table number on the Guest List and counts and meals per table fill in.

Vendor Tracker

Every vendor, their status, total cost and what you still owe.

Vendor type	Business	Status	Total cost	Paid	Balance	Service date	Notes
Venue	Willow Creek Estate	Booked	\$8,500	\$4,250	\$4,250	Sep 18, 2027	Contract signed
Caterer	Table & Thyme Catering	Booked	\$13,200	\$6,600	\$6,600	Sep 18, 2027	Contract signed
Photographer	Golden Hour Studio	Booked	\$4,200	\$1,400	\$2,800	Sep 18, 2027	Contract signed
DJ	Sunset Sound Co.	Contacted	\$1,800	\$0	\$1,800		
Florist	Wildflower & Fern	Considering	\$2,300	\$0	\$2,300		
Baker	Sugar Lane Bakery	Booked	\$650	\$325	\$325	Sep 18, 2027	Contract signed
Officiant	Rev. Daniel Hart	Booked	\$300	\$300	\$0	Sep 18, 2027	Contract signed
Hair & Makeup	Bloom Beauty Team	Considering	\$650	\$200	\$450		
Videographer	Frame & Vow Films	Researching	\$1,800	\$0	\$1,800		
Transportation	Lone Star Shuttles	Researching	\$900	\$0	\$900		

Vendor Tracker: status, total cost and what you still owe.

- **Layout Planner** is a floor-plan grid (each square is about 2 ft). For drag-and-drop tables use the web app.
- **Run of Show:** print one copy per vendor and wedding party member.

Use it on your phone, and print it for your binder

The web app

1. Open the link in your access email and sign in with the email you used at checkout.
2. Add the app to your phone: on iPhone use Share > Add to Home Screen, on Android use the browser menu > Add to Home screen.
3. Use it for the checklist on the go, the guest list and drag-and-drop table seating. Your data is saved on your device.

The web app and the spreadsheet are separate. Pick one as your main source, or copy guest names across before you seat tables.

Printable Wedding Planner

The companion PDF has US Letter pages for your binder: the 120-task checklist, a blank budget, guest list, seating, vendor contacts, timelines, packing lists, emergency kit, shot list and notes. Print single-sided and punch three holes.

Tips

- Keep a master copy and make a duplicate before big edits.
- Do not delete columns that contain formulas; clear the cells instead.
- Set weekly 20-minute planning sessions with your partner and use the Checklist owner column to split tasks.
- Share the Vendor Contacts and Run of Show tabs with your coordinator two weeks before the wedding.
- Use Notes for questions to ask vendors, and Thank-You Tracker the day gifts arrive.

Ever After Planner. Google Sheets, Microsoft Excel and Apple Numbers are trademarks of their respective owners; this product is independent and not affiliated with them.