

# Seat & Sum | Demo

Your wedding starts here. Yellow cells are yours. All other cells calculate or guide you.

## Start with your wedding

1. Enter your names, wedding date, currency and total budget below.
2. Open Payments and add your first vendor, their total price and any deposit already paid.
3. Open Dashboard to see your committed budget, remaining payments and upcoming deadlines.

|                          |                          |  |
|--------------------------|--------------------------|--|
| Partner 1 name           | Alex                     |  |
| Partner 2 name           | Sam                      |  |
| Wedding date             | 2027-09-18               |  |
| Currency symbol          | \$                       |  |
| Total budget             | 30,000.00                |  |
| RSVP deadline (optional) | 2027-08-01               |  |
| Setup status             | All set. Open Dashboard. |  |
|                          |                          |  |
|                          |                          |  |

## How the file fits together

Your file is ready to fill in. Open the separate Demo file for a completed example. Demo names and figures are fictional.

Start here → Budget → Payments. Allocate estimates by category, then enter vendor commitments and payments.

Guests → Seating → Vendor brief. Enter each guest once. Changes update table counts and the printable supplier handoff.

Checklist → Dashboard. Set task owners and status. Use Custom due date when your plans differ from the suggested schedule.

## Using the file

Dates use year-month-day, for example 2027-09-18. Amounts are plain numbers. Your currency symbol labels the file, with no currency conversion.

Excel: input cells are unlocked and formulas are protected against accidental edits. You can turn off protection in Review without a password.

Google Sheets: import the Sheets-ready files in your own Drive. Protection must be configured in Sheets after import. The supplied guide explains the ranges.

Numbers: import the Numbers-ready files. Use the app’s table header controls if the frozen header does not carry across. This edition has no sheet protection.

The planner has 100 vendor rows, 300 guest rows, 30 tables and 100 task rows. Fill existing rows. Adding rows outside these ranges requires extending formulas.

Share your planner with your partner through your app. For vendors, export only Vendor brief as a PDF. Do not share the whole workbook.

## Before sharing Vendor brief

Review names, meals, dietary needs and table assignments. Set the print range to the last populated guest row, then export just this tab.

The checklist is a suggested schedule. Confirm your real vendor deadlines and local requirements. Blank custom dates use the suggested date.

## If you need help

Input cells contain comments with examples. The Dashboard lists missing settings, overdue amounts and items that need a second look.

Alex and Sam

Start with the next payment and the next tasks. Forecast amounts depend on the estimates you enter.

Days to the wedding

350

Total budget

30,000.00

Currency

\$

Committed to vendors

20,150.00

Paid so far

3,200.00

Still to pay vendors

16,950.00

Estimated final cost

30,500.00

RSVP deadline

2027-08-01

Budget left after estimates

-500.00

RSVP follow-up

Before the deadline

Due in next 30 days incl. overdue

4,600.00

Overdue amount

1,500.00

Next unpaid instalments

SAMPLE Northside Events

2026-09-27

1,500.00

Overdue

SAMPLE Lens and Light

2026-10-12

600.00

Due soon

SAMPLE Northside Events

2026-10-22

2,500.00

Due soon

SAMPLE Bloom Room

2026-11-06

350.00

Scheduled

SAMPLE Riverside Hall

2027-03-15

3,000.00

Scheduled

Your guest list

Guests on the list

24

[Open Start here](#)

Invites sent

24

[Open Budget](#)

Confirmed attending

18

[Open Payments](#)

Declined

3

[Open Guests](#)

Invited, awaiting reply

3

[Open Seating](#)

Attending without a valid table

0

[Open Checklist](#)

Tables needing attention

1

[Open Vendor brief](#)

Your checklist

Tasks overdue

1

Tasks due within 14 days

1

Tasks completed or skipped

3

Next tasks, including overdue

Book whoever will lead the ceremony

2026-10-01

Overdue

Visit and book the venue

2026-10-05

Due soon

Check before you continue

Payments missing a due date

0

Guests without a listed meal

0

Vendor rows needing amounts

0

Unknown budget category amount

0.00

Your budget

Estimate what is still unbooked. Forecast is the higher of committed cost and your current estimate.

[illegible]

|       |           |           |          |           |          |           |
|-------|-----------|-----------|----------|-----------|----------|-----------|
| Total | 30,000.00 | 20,150.00 | 3,200.00 | 16,950.00 | 9,850.00 | 30,500.00 |
|-------|-----------|-----------|----------|-----------|----------|-----------|

|                   |      |
|-------------------|------|
| Not yet allocated | 0.00 |
|-------------------|------|

|                      |      |
|----------------------|------|
| Unmatched categories | 0.00 |
|----------------------|------|

|                             |         |
|-----------------------------|---------|
| Budget left after estimates | -500.00 |
|-----------------------------|---------|

Forecast is a planning estimate, not spendable cash. Include fees, taxes, tips and contingency in your estimates.

Vendor payments

[illegible]

## Compare quotes

Choose by what is included, not just price. After choosing, add the vendor and their payment dates to Payments.

First quote

second quote

rd quote

our decision

Budget check

[illegible]

One guest list

One row per person, including children and plus-ones. Only confirmed guests enter Vendor brief.

[illegible]

Table counts

Pending replies reserve a seat. Meal totals include confirmed guests only. Rename menus in the yellow headers.

| Table                    | Capacity | Attending | Awaiting reply | Seats reserved | Seats free | Status        | Menu A | Menu B | Plant-based | Children | No listed meal | Dietary notes |
|--------------------------|----------|-----------|----------------|----------------|------------|---------------|--------|--------|-------------|----------|----------------|---------------|
| SAMPLE Table 1           | 6        | 6         | 0              | 6              | 0          | Full          | 2      | 2      | 1           | 1        | 0              | 1             |
| SAMPLE Table 2           | 6        | 6         | 0              | 6              | 0          | Full          | 1      | 1      | 2           | 2        | 0              | 1             |
| SAMPLE Table 3           | 6        | 6         | 0              | 6              | 0          | Full          | 2      | 2      | 1           | 1        | 0              | 0             |
| SAMPLE Table 4           | 2        | 0         | 3              | 3              | -1         | Over capacity | 0      | 0      | 0           | 0        | 0              | 0             |
| SAMPLE Table 5           | 2        | 0         | 0              | 0              | 2          | Space         | 0      | 0      | 0           | 0        | 0              | 0             |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
|                          |          |           |                |                |            |               |        |        |             |          |                |               |
| Total                    | 22       | 18        | 3              | 21             | 1          |               | 5      | 5      | 4           | 4        | 0              | 2             |
| Not at a valid table yet |          | 0         | 0              | 0              |            |               |        |        |             |          |                |               |
| All attending guests     |          |           |                |                |            |               | 5      | 5      | 4           | 4        | 0              | 2             |

# Your next steps

Suggested dates follow the wedding date. Custom due date takes priority. Mark irrelevant tasks Skipped.

| Task                                           | Months before/after | Extra days | Due date   | Owner    | Status      | Flag     | Notes | Custom due date |
|------------------------------------------------|---------------------|------------|------------|----------|-------------|----------|-------|-----------------|
| Agree on a total budget together               | -12                 | 0          | 2026-09-18 | Together | Done        | Complete |       |                 |
| Draft a first guest list                       | -12                 | 0          | 2026-09-18 | Together | Done        | Complete |       |                 |
| Choose a date range and a rough guest count    | -12                 | 0          | 2026-09-18 | Together | Done        | Complete |       |                 |
| Visit and book the venue                       | -11                 | 0          | 2026-10-05 | Together | In progress | Due soon |       | 2026-10-05      |
| Book whoever will lead the ceremony            | -11                 | 0          | 2026-10-01 | Together | Not started | Overdue  |       | 2026-10-01      |
| Book the photographer                          | -10                 | 0          | 2026-11-18 | Together | Not started | Upcoming |       |                 |
| Book catering if the venue does not include it | -10                 | 0          | 2026-11-18 | Together | Not started | Upcoming |       |                 |
| Book music or entertainment                    | -9                  | 0          | 2026-12-18 | Together | Not started | Upcoming |       |                 |
| Book video                                     | -9                  | 0          | 2026-12-18 | Together | Not started | Upcoming |       |                 |
| Start shopping for wedding attire              | -9                  | 0          | 2026-12-18 | Together | Not started | Upcoming |       |                 |
| Send save-the-dates                            | -8                  | 0          | 2027-01-18 | Together | Not started | Upcoming |       |                 |
| Book flowers and decor                         | -8                  | 0          | 2027-01-18 | Together | Not started | Upcoming |       |                 |
| Reserve rooms for out-of-town guests           | -8                  | 0          | 2027-01-18 | Together | Not started | Upcoming |       |                 |
| Plan the trip after the wedding                | -7                  | 0          | 2027-02-18 | Together | Not started | Upcoming |       |                 |
| Order invitations and stationery               | -6                  | 0          | 2027-03-18 | Together | Not started | Upcoming |       |                 |
| Book transport                                 | -6                  | 0          | 2027-03-18 | Together | Not started | Upcoming |       |                 |
| Book hair and makeup, with a trial             | -6                  | 0          | 2027-03-18 | Together | Not started | Upcoming |       |                 |
| Buy the rings                                  | -5                  | 0          | 2027-04-18 | Together | Not started | Upcoming |       |                 |
| Plan the ceremony order and readings           | -4                  | 0          | 2027-05-18 | Together | Not started | Upcoming |       |                 |
| Confirm the menu and drinks                    | -4                  | 0          | 2027-05-18 | Together | Not started | Upcoming |       |                 |
| Send invitations                               | -3                  | 14         | 2027-07-02 | Together | Not started | Upcoming |       |                 |
| Check the legal requirements where you marry   | -3                  | 0          | 2027-06-18 | Together | Not started | Upcoming |       |                 |
| Complete the legal paperwork                   | -2                  | 0          | 2027-07-18 | Together | Not started | Upcoming |       |                 |
| Final attire fitting                           | -2                  | 0          | 2027-07-18 | Together | Not started | Upcoming |       |                 |
| Buy gifts for the wedding party                | -2                  | 0          | 2027-07-18 | Together | Not started | Upcoming |       |                 |
| Chase missing replies                          | -1                  | 0          | 2027-08-18 | Together | Not started | Upcoming |       |                 |
| Set the seating plan                           | -1                  | 7          | 2027-08-25 | Together | Not started | Upcoming |       |                 |
| Send final numbers and meals to the caterer    | -1                  | 7          | 2027-08-25 | Together | Not started | Upcoming |       |                 |
| Confirm timings with every vendor              | -1                  | 14         | 2027-09-01 | Together | Not started | Upcoming |       |                 |
| Pay balances due before the day (see Payments) | 0                   | -7         | 2027-09-11 | Together | Not started | Upcoming |       |                 |
| Print place cards and the table plan           | 0                   | -7         | 2027-09-11 | Together | Not started | Upcoming |       |                 |
| Pack a small kit for the day                   | 0                   | -3         | 2027-09-15 | Together | Not started | Upcoming |       |                 |
| Rehearse the ceremony                          | 0                   | -1         | 2027-09-17 | Together | Not started | Upcoming |       |                 |
| Hand vendor contacts to a helper               | 0                   | 0          | 2027-09-18 | Together | Not started | Upcoming |       |                 |
| Return rentals and collect your things         | 0                   | 1          | 2027-09-19 | Together | Not started | Upcoming |       |                 |
| Record gifts for thank-you notes               | 0                   | 1          | 2027-09-19 | Together | Not started | Upcoming |       |                 |
|                                                |                     |            |            |          |             |          |       |                 |
|                                                |                     |            |            |          |             |          |       |                 |

# Guest and table handoff

Export only this tab to PDF after reviewing it. This handoff contains no budget or payment information.

Wedding Alex and Sam

Date 2027-09-18

Confirmed guests 18 Missing table / meal 0 / 0

| Meal           | Count                                                                                    |
|----------------|------------------------------------------------------------------------------------------|
| Menu A         | 5                                                                                        |
| Menu B         | 5                                                                                        |
| Plant-based    | 4                                                                                        |
| Children       | 4                                                                                        |
| No listed meal | 0                                                                                        |
| Supplier notes | Fictional example. Review dietary needs with each guest before sending your own handoff. |

| Guest                  | Table          | Meal        | Dietary needs | Place card text                        |
|------------------------|----------------|-------------|---------------|----------------------------------------|
| SAMPLE Avery Example   | SAMPLE Table 1 | Menu A      |               | SAMPLE Avery Example, SAMPLE Table 1   |
| SAMPLE Blake Example   | SAMPLE Table 1 | Menu B      | No nuts       | SAMPLE Blake Example, SAMPLE Table 1   |
| SAMPLE Cameron Example | SAMPLE Table 1 | Plant-based |               | SAMPLE Cameron Example, SAMPLE Table 1 |
| SAMPLE Drew Example    | SAMPLE Table 1 | Children    |               | SAMPLE Drew Example, SAMPLE Table 1    |
| SAMPLE Emery Example   | SAMPLE Table 1 | Menu A      |               | SAMPLE Emery Example, SAMPLE Table 1   |
| SAMPLE Finley Example  | SAMPLE Table 1 | Menu B      |               | SAMPLE Finley Example, SAMPLE Table 1  |
| SAMPLE Harper Example  | SAMPLE Table 2 | Plant-based |               | SAMPLE Harper Example, SAMPLE Table 2  |
| SAMPLE Jamie Example   | SAMPLE Table 2 | Children    | No nuts       | SAMPLE Jamie Example, SAMPLE Table 2   |
| SAMPLE Jordan Example  | SAMPLE Table 2 | Menu A      |               | SAMPLE Jordan Example, SAMPLE Table 2  |
| SAMPLE Kai Example     | SAMPLE Table 2 | Menu B      |               | SAMPLE Kai Example, SAMPLE Table 2     |
| SAMPLE Lane Example    | SAMPLE Table 2 | Plant-based |               | SAMPLE Lane Example, SAMPLE Table 2    |
| SAMPLE Morgan Example  | SAMPLE Table 2 | Children    |               | SAMPLE Morgan Example, SAMPLE Table 2  |
| SAMPLE Parker Example  | SAMPLE Table 3 | Menu A      |               | SAMPLE Parker Example, SAMPLE Table 3  |
| SAMPLE Quinn Example   | SAMPLE Table 3 | Menu B      |               | SAMPLE Quinn Example, SAMPLE Table 3   |
| SAMPLE Reese Example   | SAMPLE Table 3 | Plant-based |               | SAMPLE Reese Example, SAMPLE Table 3   |
| SAMPLE Riley Example   | SAMPLE Table 3 | Children    |               | SAMPLE Riley Example, SAMPLE Table 3   |
| SAMPLE Robin Example   | SAMPLE Table 3 | Menu A      |               | SAMPLE Robin Example, SAMPLE Table 3   |
| SAMPLE Sage Example    | SAMPLE Table 3 | Menu B      |               | SAMPLE Sage Example, SAMPLE Table 3    |