

Wedding planner

Quick start guide

Seat & Sum

Your kit has two files. **Your wedding** is the blank planner for your own plans. **Demo** is a finished example for a fictional couple, Alex and Sam, so you can see how everything fits before you start. Yellow cells are yours to fill in. Every other cell works itself out.

Getting started

1. **Start here.** Add your names, the wedding date, your currency symbol and your total budget. You can also set a date for RSVPs.
2. **Budget.** Give each category a rough estimate, even a guess. The forecast on your Dashboard only knows what you tell it.
3. **Payments.** Add the first vendor you have booked: the total price, the deposit and the date each amount is due. Mark a payment Yes once it has gone out.
4. **Dashboard.** Here you see what you have committed, what you have paid, what is due in the next 30 days and how much budget is left after your estimates.

Type dates as year-month-day, for example 2027-09-18, and amounts as plain numbers, without the currency symbol.

As your plans grow

Quotes. Put up to three offers side by side for each type of vendor. When you choose one, add that vendor and their payment dates to Payments.

Guests. One row per person, children and plus-ones included. Pick their reply, meal and table. Guests who haven't replied keep a seat, and guests who decline free it.

Seating. Name your tables and give each one a capacity. Rename the four meal columns to match your menu. The tab tells you when a table is full or over capacity. It is a list of who sits where, not a floor plan.

Checklist. 36 suggested tasks, from a year before the wedding to the day after. Give each one an owner and a status, change any date you like, and skip what doesn't apply. If the wedding date moves, the suggested dates move with it. Dates you set yourself, and the payment dates agreed with vendors, stay as they are.

Vendor brief. Confirmed guests, tables, meals and dietary notes for your venue or caterer, with no budget or payment details. Check it, then save just this tab as a PDF from your app's print or export window. If the PDF ends with blank pages, leave them out before you send it. Never send the whole file to a vendor.

Your app

Excel. Open the files in the excel folder. The formula cells are locked so they can't be overwritten by accident, with no password. To change the design, use Review, then Unprotect Sheet, and keep a copy of the file first.

Google Sheets. Upload the file from the sheets folder to your Drive and open it with Google Sheets. To plan together at the same time, share your copy with your partner from Google Sheets.

Numbers on a Mac. Open the files in the numbers folder with Numbers. They pick up your Mac's own number and date settings. You may see a helper tab called _Engine: leave it as it is.

The currency symbols are \$, £, €, A\$, C\$ and NZ\$. The file never converts between currencies.

Good to know

The planner holds 100 vendors, 300 guests, 30 tables and 100 tasks. Adding rows beyond those means extending the formulas yourself, so keep a dated copy before you change the structure.

If a check or status column flags something, look at that row before you trust the totals.