

Wedding Budget Planner: Setup Guide

Step by step for Google Sheets or Excel. About 10 minutes.

Open it in Google Sheets

1. Download the .xlsx from your download page or email (the link works 3 times in 24 hours; save the file somewhere you'll find it).
2. Go to drive.google.com, click New > File upload and choose the .xlsx.
3. Open the uploaded file, then choose File > Save as Google Sheets. Work in the new Google Sheets copy (it has the green icon).
4. Formulas, dropdowns and colors carry over. If a sheet asks to allow editing a protected range, click OK: gray cells are protected only to prevent accidents (no password).

Open it in Excel

1. Download the .xlsx and double-click it. Works in Excel 2010 or newer, Microsoft 365 and Excel for Mac (also LibreOffice Calc).
2. If Excel shows a yellow Protected View bar, click Enable Editing (files from the internet always open that way). There are no macros to enable.
3. Save a copy under your own name (File > Save As) so you always have the clean original.

Color code: yellow cells = type here, gray cells = formulas (leave them). Tabs in this file: Start Here, Example, Budget, Vendors, Payments Due, Guests.

Setup, one step at a time

1 Open the file

Open the workbook (see Google Sheets or Excel below). Start on the Start Here tab, then look at the filled-in sample so you can see it working.

2 Budget (top)

Type your total budget, the wedding date, and today's date (the 'as of' date that drives 'due soon' and 'overdue').

WEDDING BUDGET								
Yellow = type here. Gray = calculated from Vendors and Guests.								
	Total budget	\$30,000.00			Committed	Paid so far	Invited guests	Confirmed (Yes)
	Wedding date	Jun 12, 2027			\$26,520.00	\$4,920.00	76	45
	As of date	Oct 15, 2026			Left in budget	Still owed	Cost / invited guest	Cost / confirmed
	Days to go	240			\$3,480.00	\$21,600.00	\$348.95	\$589.33
#	Category	% of budget	Planned	Committed	Paid	Still owed	Over / under	Vendors
1	Venue & rentals	28.0%	\$8,400.00	\$8,200.00	\$2,500.00	\$5,700.00	\$200.00	1
2	Catering & bar	27.0%	\$8,100.00	\$8,400.00	\$0.00	\$8,400.00	(\$300.00)	1
3	Photography	10.0%	\$3,000.00	\$3,200.00	\$1,000.00	\$2,200.00	(\$200.00)	1
4	Videography	4.0%	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0
5	Attire & alterations	6.0%	\$1,800.00	\$1,850.00	\$900.00	\$950.00	(\$50.00)	1
6	Hair & makeup	2.0%	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
7	Flowers & decor	7.0%	\$2,100.00	\$2,300.00	\$0.00	\$2,300.00	(\$200.00)	1
8	Music / DJ	4.0%	\$1,200.00	\$1,400.00	\$0.00	\$1,400.00	(\$200.00)	1
9	Officiant & license	1.0%	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
10	Cake & desserts	2.0%	\$600.00	\$650.00	\$0.00	\$650.00	(\$50.00)	1
11	Stationery & postage	2.0%	\$600.00	\$500.00	\$500.00	\$0.00	\$80.00	1

3 Budget

Adjust the category list and the % of budget for each. The % column should add to 100%; the total shows in gray.

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7	Flowers & decor	7.0%	\$2,100.00	\$2,300.00	\$0.00	\$2,300.00	(\$200.00)	1
8	Music / DJ	4.0%	\$1,200.00	\$1,400.00	\$0.00	\$1,400.00	(\$200.00)	1
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10	Cake & desserts	2.0%	\$600.00	\$650.00	\$0.00	\$650.00	(\$50.00)	1
11	Stationery & postage	2.0%	\$600.00	\$500.00	\$500.00	\$0.00	\$80.00	1

4

One row per booked vendor: category (dropdown), contract total, deposit and due date, final due date. Type Y when each payment is made.

[illegible]

5

Read the next payments in date order, with red for overdue and gold for due within 30 days.

PAYMENTS DUE					
Every unpaid deposit or final payment, soonest first. Pulled from the Vendors tab.					
	Owed in next 30 days		\$2,300.00		
	Overdue		\$300.00		
#	Due date	Vendor	Category	Amount	Status
1	Oct 10, 2026	DJ Marco	Music / DJ	\$300.00	Overdue
2	Nov 01, 2026	Harvest Table Catering	Catering & bar	\$2,000.00	Due in 30 days
3	Dec 15, 2026	Petal & Stem	Flowers & decor	\$500.00	Scheduled
4	Jan 15, 2027	Sugar Bloom Bakery	Cake & desserts	\$150.00	Scheduled
5	Mar 01, 2027	Bridal Boutique	Attire & alterations	\$950.00	Scheduled
6	May 12, 2027	Willow Barn	Venue & rentals	\$5,700.00	Scheduled
7	May 29, 2027	Lens & Light Studio	Photography	\$2,200.00	Scheduled
8					
9					
10					
11					
12					
13					

6 Guests

One row per invitation: party size and RSVP (Yes / No / Pending). Headcount and cost per guest update on the Budget tab.

GUEST LIST					
One row per invitation. Party size = number of people on that invite.					
Invited (people)		76	Invitations	48	
Confirmed Yes		45	Partner 1 side	32	
Declined		15	Partner 2 side	22	
Pending		16	Both	22	
Guest / household	Side	Party size	RSVP	Meal / notes	Table
Avery Nguyen & guest	Partner 1	2	Yes		
Jordan Kim	Partner 2	1	Yes		
Riley Lopez	Both	1	Pending		
Casey Smith & guest	Partner 1	2	No		
Morgan Cohen	Partner 2	1	Yes		
Taylor Patel	Both	1	Yes		
Quinn Rossi & guest	Partner 1	2	Yes		
Reese Walsh family	Partner 2	4	Pending		
Parker Okafor	Both	1	No		
Rowan Brown & guest	Partner 1	2	Yes		
Sage Garcia	Partner 2	1	Yes		
Emerson Silva	Both	1	Yes		
Morgan Nguyen & guest	Partner 1	2	Pending		

7 Make it yours

Replace the sample values in the yellow cells with your own. Gray cells calculate automatically. Save.

Troubleshooting

The download link says expired or used up

Each link works 3 times within 24 hours. Email Grokedgepm@proton.me with your order email and we'll send a fresh link.

I didn't get the email

Check spam and promotions for 'downloads@multiverseosp.com'. Your download page also appeared right after checkout. Still nothing? Email us your order email.

A cell shows #REF!, #VALUE! or #NAME?

Usually a gray formula cell was typed over or a row was deleted. Press Undo, or start again from the original file. Type only in yellow cells.

Dates look like numbers (e.g. 46310)

Select the cell and set Format > Number > Date. In Google Sheets also check File > Settings > Locale matches your country.

Can I delete the sample data?

Yes. Clear the yellow cells only (select, press Delete). Don't delete whole rows; the formulas expect them.

Stuck? Email **Grokedgepm@proton.me** with your order email and the product name, or ask the AI guide on multiverseosp.com. We'll walk you through setup free.

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