

EVENT PLANNER WORKSHEET

Event: _____ Date: ___/___/___ Time: _____ Location: _____

Total Budget	\$	Total Spent	\$	Guest Count	#	RSVPs	#	Days Left	#
Task / Item		Vendor / Contact			Due Date	Status		Cost (\$)	
VENUE & RENTALS									
FOOD & BEVERAGE									
DECOR & ENTERTAINMENT									
INVITATIONS & STATIONERY									
MISCELLANEOUS									
								TOTAL:	