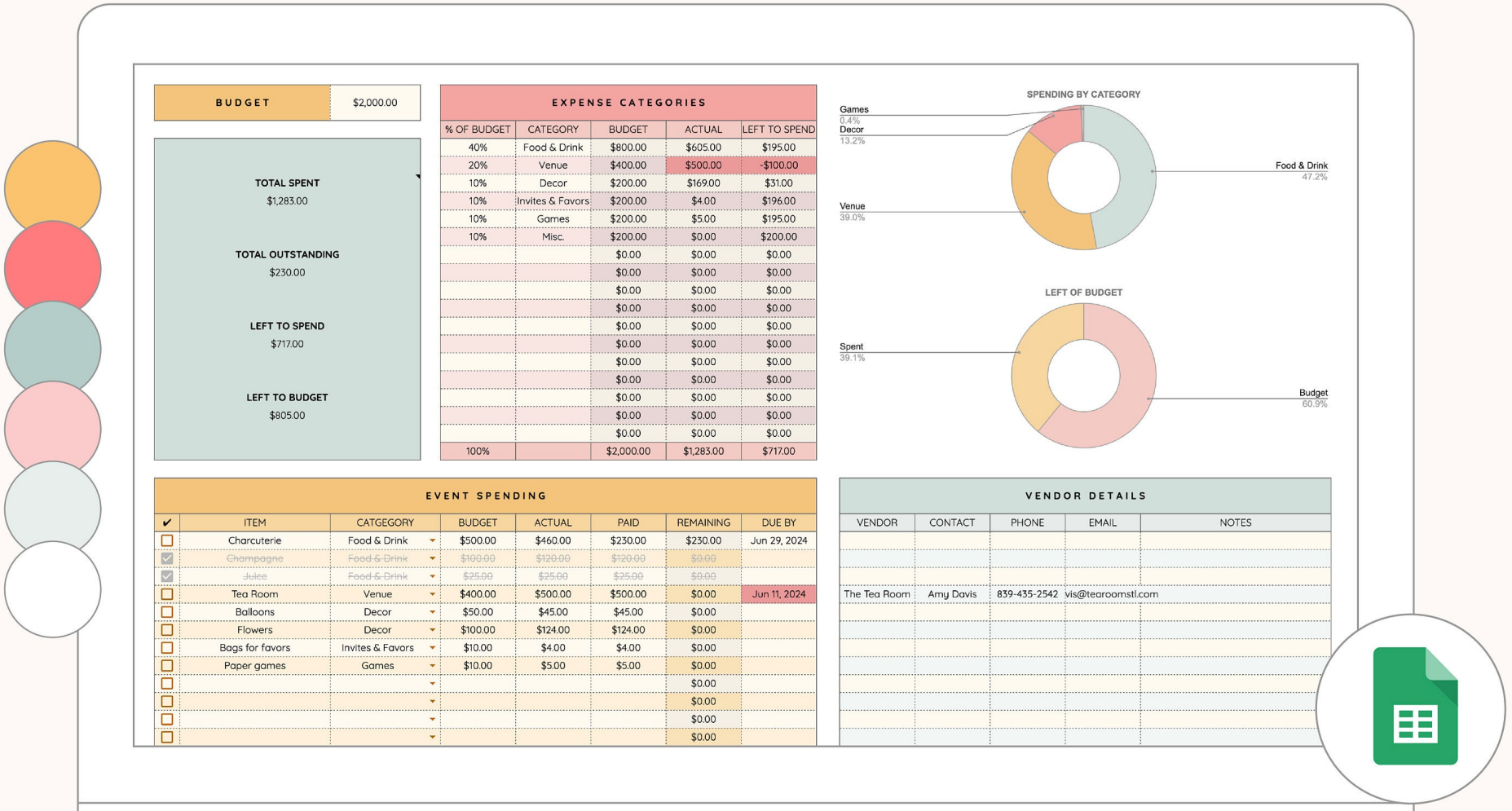
EVENT PLANNER

BUDGET ▪ GUEST LIST ▪ IDEA & TASK LISTS ▪ MEAL PLANNER ▪ SHOPPING LIST



BUDGET	$2,000.00

TOTAL SPENT
$1,283.00

TOTAL OUTSTANDING
$230.00

LEFT TO SPEND
$717.00

LEFT TO BUDGET
$805.00

EXPENSE CATEGORIES

% OF BUDGET	CATEGORY	BUDGET	ACTUAL	LEFT TO SPEND
40%	Food & Drink	$800.00	$605.00	$195.00
20%	Venue	$400.00	$500.00	-$100.00
10%	Decor	$200.00	$169.00	$31.00
10%	Invites & Favors	$200.00	$4.00	$196.00
10%	Games	$200.00	$5.00	$195.00
10%	Misc.	$200.00	$0.00	$200.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
		$0.00	$0.00	$0.00
100%		$2,000.00	$1,283.00	$717.00

EVENT SPENDING

✔	ITEM	CATEGORY	BUDGET	ACTUAL	PAID	REMAINING	DUE BY
☐	Charcuterie	Food & Drink	$500.00	$460.00	$230.00	$230.00	Jun 29, 2024
☑	~~Champagne~~	~~Food & Drink~~	~~$100.00~~	~~$120.00~~	~~$120.00~~	~~$0.00~~	
☑	~~Juice~~	~~Food & Drink~~	~~$25.00~~	~~$25.00~~	~~$25.00~~	~~$0.00~~	
☐	Tea Room	Venue	$400.00	$500.00	$500.00	$0.00	Jun 11, 2024
☐	Balloons	Decor	$50.00	$45.00	$45.00	$0.00	
☐	Flowers	Decor	$100.00	$124.00	$124.00	$0.00	
☐	Bags for favors	Invites & Favors	$10.00	$4.00	$4.00	$0.00	
☐	Paper games	Games	$10.00	$5.00	$5.00	$0.00	
☐						$0.00	
☐						$0.00	
☐						$0.00	
☐						$0.00	

VENDOR DETAILS

VENDOR	CONTACT	PHONE	EMAIL	NOTES
The Tea Room	Amy Davis	839-435-2542	vis@tearoomstl.com	

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