Event Planner Client, Fee and Vendor Budget Tracker: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab. Edit the lists and the drop-downs follow.

The example file is filled with fictional events, vendors and fees so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (5 minutes):

1. Settings: your event types (up to 15), vendor categories (up to 15), business-expense categories (up to 15), the year (F2), the % of profit you set aside for tax (F4) and the check date (F6, type today's date: it decides which unpaid fees are OVERDUE).

2. Events: one row per event: date, event name (keep names unique), client, type, your planning fee, the fee received so far and your own costs for it (travel, supplies, assistants).

Fee balance, status (PAID, UPCOMING or OVERDUE) and profit fill in. The three right-hand columns add up that event's vendor budget from the Vendors tab.

3. Vendors: one row per vendor quote: pick the event, type the vendor, category, quoted amount and what has been paid. Remaining fills in.

4. Expenses: your overhead: software, insurance, marketing, memberships. One row each.

What you get:

Dashboard: events, fees booked, fees received, own costs, overhead, profit and tax set-aside by month; each event type with count, fees and profit; unpaid fees, overdue fees and vendor money still to pay.

Use the Year cell on Settings to start a new year in a copy of the file.

Vendor amounts are the client's budget lines you track, not your income. Record-keeping tool, not tax advice.

Help:

Something wrong, or a column you need? Message us; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.