



# EXCEL TEMPLATES : Event Planner Excel Sheet Bundle



199.00 ₹

Excel  
Templates

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Product Description

### 21 Tabs!

#### WHAT'S INCLUDED?

Home: Links to all tabs in one place  
 Event Overview: Review important details in one place  
 Venue Research: Add details and identify categories  
 Income: Track event income/ending amounts  
 Income Dashboard: Automated income charts  
 Expenses: Track event expenses  
 Expenses Dashboard: Automated expenses charts  
 Research: Research vendors for all event needs  
 Reservations: Automated lists based on bookings  
 Guest List: Track invitations, RSVP, and more  
 Checklist: Checklist for all event needs  
 To Do List: Stay on top of all your tasks  
 Packing List: Create lists of what to bring to the event  
 Schedule: Time blocking for your event schedule  
 Seating Chart: Create seating charts for all guests  
 Music: Make a playlist for your event  
 Games: Make a list of games for your event  
 Contact List: Keep all your contacts in one place  
 Idea Generator: A place to store all your event ideas  
 Photo Gallery: Capture your event photographs

### SET UP FOR SUCCESS

#### HOME

- Shortcuts to all tabs
- No need to look for tabs
- Simply click and go

#### EVENT OVERVIEW

- Add Event Details
- Review Income/Expenses summary
- Review guests and tabs summary
- Automated charts and graphs

### TRACK BUDGET (5 Tabs)

#### IDENTIFY CATEGORIES:

- Track both Income & Expenses
- Identify financial categories to track
- Up to 16 categories each for Income and Expenses
- Categories automatically transfer to other tabs

#### INCOME & INCOME DASHBOARD:

- Track budgeted and actual income
- Add sub-categories for each income type
- Review detailed income dashboard
- Auto-generated Charts and Totals

#### EXPENSES & EXPENSES DASHBOARD

- Track budgeted and actual expenses
- Add sub-categories for each expense type
- Review detailed expenses dashboard
- Auto-generated Charts and Totals

### CREATE & TRACK LISTS

#### CHECKLIST

- Create and track checklists as you see fit
- Default checklist includes (can be customized)
- > 3 months before
- > 15 months before
- A day before the event
- Day of the event
- After the event

#### TO-DO LIST

- Create to-do list for your event
- Identify priority level
- Track progress
- Review summary charts on top
- Item is automatically marked off when complete

#### GUEST LIST:

- Create a list of everyone invited
- Capture invitations and RSVP
- Add contact information
- Keep track of dietary restrictions

### CAPTURE ALL YOU NEED, & MORE

Gifts: Make a log of gift received at the event

Seating Chart: Create seating chart for your event

Packing List: Create lists of things to take to the event

Schedule: Time blocking for your schedule

Music: Make a playlist for your event

Games: Make a list of games for your event

Contact List: Keep all your contacts in one place

Idea Generator: A place to store all your event ideas

Photo Gallery: Capture your event photographs

### RESEARCH AND RESERVE

#### VENUE RESEARCH

- Research venues
- Capture details
- Capture cost to compare
- Add ratings

#### RESEARCH & RESERVE

- Create a list of vendors
- Add details
- Check box once you book
- The checked row will become green

### EFFORTLESS PLANNING!

All you need to plan and budget for your event!

#### WHY OUR PRODUCT?

- 21 total tabs
- Everything you need for your planning
- Customize your categories
- Customize based on your unique event needs
- Easy Access
- Home tab links to everything
- Home button on each sheet for easy access
- All Currencies
- Select the currency of your choice (\$, €, £, ¥)
- If you need any other currency, just message us
- Use it forever!
- Just copy the file and use it for any event
- Video Tutorials!
- Detailed video tutorials to start immediately
- Lifetime Updates!
- You get free access to all future updates

### HOW IT WORKS

- Check email after purchase
- After the purchase, you will receive an email from Digi91 to download a PDF file
- The PDF file has instructions on where to download your product
- You can also access your downloads from "Purchases" action in Digi91
- Access Files
- Access your files using the link provided in the PDF file
- Note: You will need a free Google account to access Google Sheets version & Excel installed on your computer for the Excel version
- Copy the Google Sheet & Download the Zip file
- For Google Sheets: Go to the File menu, select "Make a Copy"
- For Excel: Download and unzip the folder
- Start your Event Planning Journey!
- Start using your planner instantly!
- Don't forget to review the filled sample provided
- Reach out to us!
- If you have questions or any issue accessing your files, reach out to us: [chocowenperito@gmail.com](mailto:chocowenperito@gmail.com)

This is a DIGITAL DOWNLOAD  
No physical product will be shipped

### BONUS!

## MONTHLY TRACKER

**\$5 Value!**

#### Add Month and Year

- The calendar dates update automatically
- Use for unlimited number of years!

#### Priorities

- Identify Priorities for the month
- The items are marked off when checked

#### Dropdowns

- Identify the type of entry
- Work, Home, Birthday, Personal, & Other

#### Additional months

- A month before and after the selected month is automatically displayed

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