

Item	Projected Cost*	Deposit Paid	Balance Due	Who Pays?
Nonalcoholic beverages				
Wine				
Champagne				
Liquor				
Dessert				
Toasting glasses				
Guest book and pen				
Place cards				
Printed napkins				
Party favors (matches, chocolates, etc.)				
Box or pouch for envelope gifts				
Tip for caterer or banquet manager (usually 15–20%)				
Tip for servers, bartenders (usually 15–20% total)				
<i>Photography and Videography</i>				
Engagement portrait				
Wedding portrait				
Wedding proofs				
Photographer's fee				
Wedding prints				
Album				
Mothers' albums				
Extra prints				
Videographer's fee				
Video/DVD				