

Wedding Planner Guide



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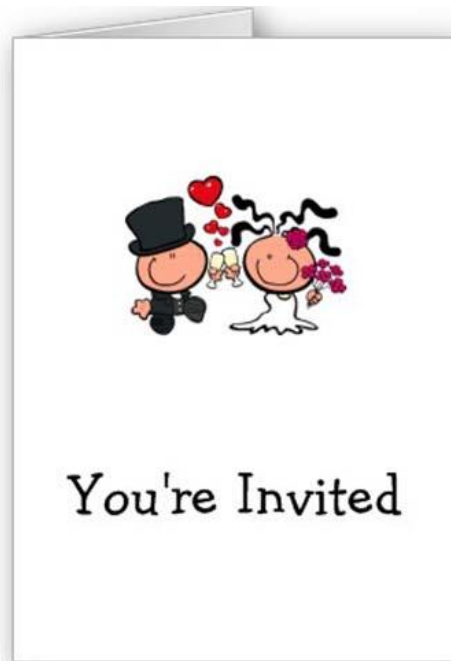
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Engagement Invitations



Engagement Invitations

Stationery Shop	
Address	
Email	
Website	
Phone #	
Date ordered	
Deliver /pick up date	
Style #	
Lettering	
# ordered	
Invitations	
Save-the-date cards	
RSVP cards	
Specialty envelopes	
Costs	
Invitation printing	
Cards, envelopes, inserts	
Wedding program	
Grand Total	
Wording	
Invitations	
RSVP cards	
Save-the-date cards	

Engagement Party RSVP LIST



Engagement Part Guests



Engagement Party

GUEST NAME	CONTACT INFO	RSVP?	COST	PAID

GUEST NAME	CONTACT INFO	RSVP?	COST	PAID

Bridal Shower Guests & Worksheet



Bridal Shower Work Sheet

EVENT	
Location 1:	
Location 2:	
Date (s):	
Time (s):	
Host:	
Cost:	

FOOD	
Breakfast	
Lunch	
Dinner	
Cocktails	
Potluck	

RESPONSIBILITIES	
NAME:	Responsible for:
NAME:	Responsible for:
NAME:	Responsible for:
NAME:	Responsible for:
NAME:	Responsible for:
NAME:	Responsible for:

SCHEDULE	
	TIME:
	TIME:
	TIME:
	TIME:
	TIME:
	TIME:
	TIME:
	TIME:

Bridal Party Peeps



Bridal Party Peeps

ROLE	NAME	PHONE #	NOTES
Mother of Bride			
Father of Bride			
Mother of Groom			
Father of Groom			
Other:			

Bride's Attendants

ROLE	NAME	PHONE#	NOTES
Maid of Honour			
Matron of honour			
Bridesmaid #1			
Bridesmaid #2			
Bridesmaid #3			
Bridesmaid #4			
Bridesmaid #5			
Flower Girl			
Other			

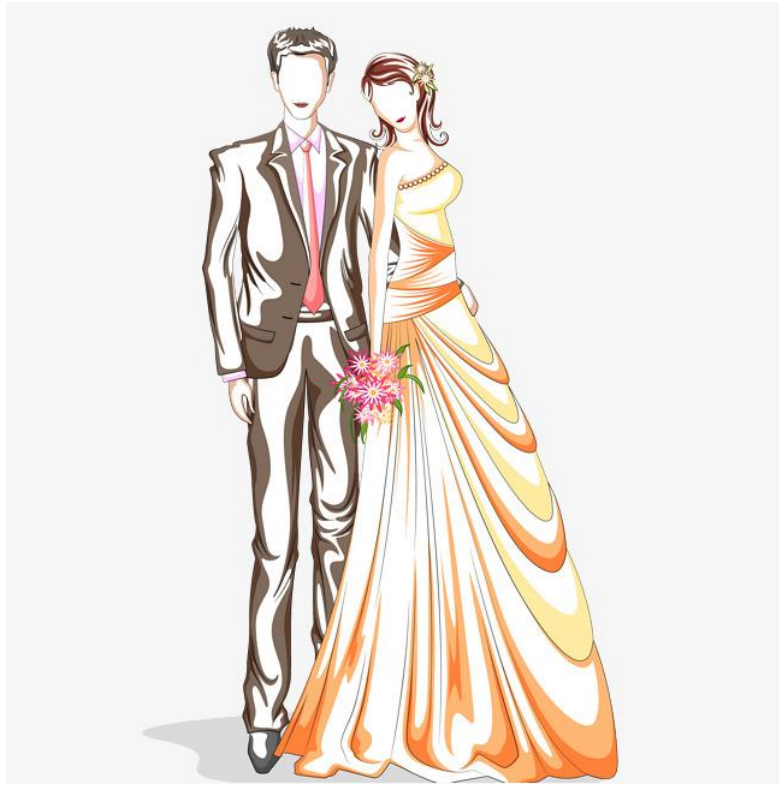
BRIDAL GOWN



Bridal Gown

Dress Shop	
Address	
Contact Person	
Phone	
Email	
Website	
FITTING SCHEDULE	
1 Date	
Time	
2 Date	
Time	
FINAL FITTING	
Date	
Time	
Pick up date	
COSTS	
Gown	
Alterations	
GRAND TOTAL	
NOTES	

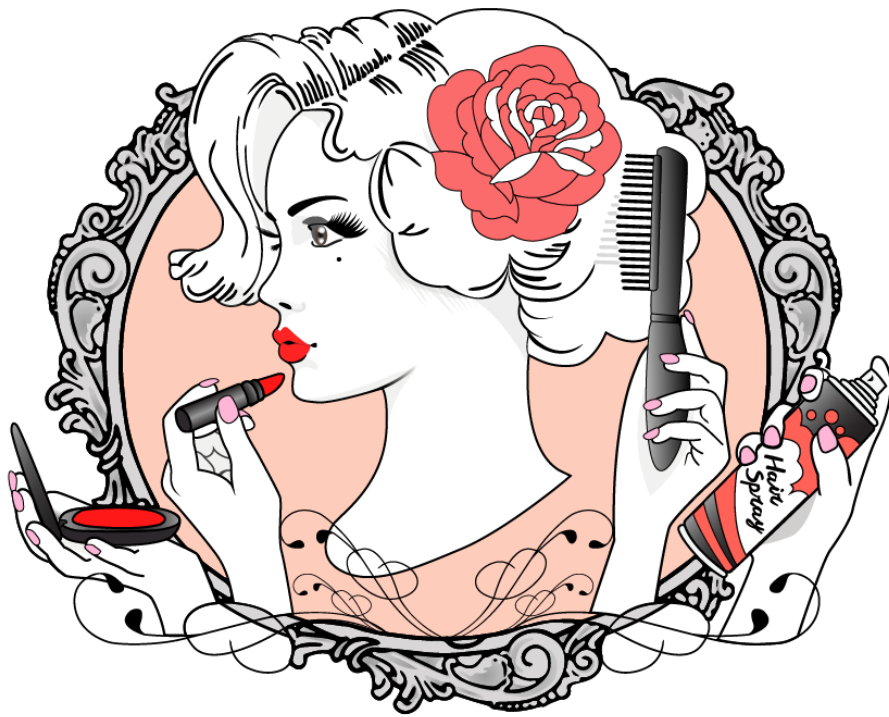
FORMAL WEAR



Formalwear

Formalwear shop	
Address	
Contact Person	
Phone	
Email	
Website	
Attendant's Name	Measurements
Attendant's Name	Measurements
Attendant's Name	Measurements
Attendant's Name	Measurements
Cost	
Rental Fees (deposit?)	
Other Charges	
GRAND TOTAL	
NOTES	

Wedding Hair & Make-Up



Wedding Hair & Make-Up

SALON	APPOINTMENT
Address	Hair
Stylist	1 Date
Phone #	2 Time
Email	Make-Up
Website	3 Date
	Time
Nail Salon/ Spa	Appointment
Address	Manicure
Beautician	5 Date
Phone #	6 Time
Email	Pedicure
Website	7 Date
	8 Time
Tanning Salon	Appointment
Address	Session 1
Beautician	Session 2
Phone #	Session 3
Email	Session 4
Website	Session 5
COST	
Hair	Manicure
Make-Up	Pedicure
Tanning session	Tanning Total
GRAND TOTAL	
NOTES	

Bride Survival Wedding Kit



Bride Survival Wedding Kit

FOR APPEARANCE	CHECK	PERSONAL	CHECK
Extra shoes		Moist towelettes	
Comfy shoes		Scissors	
Extra pantyhose		Portable mirror	
Extra buttons		Tissues	
Needle		Blotting paper	
Thread		Clear nail polish	
Hemming tape		Lotion	
Safety pins		Q-tips	
Bobby pins		Eyedrops	
Extra earring backs		Breath mints	
White chalk		Band-Aids	
Shaving cream		Moleskin	
Razors		Panadol	
Perfume		Antacid	
Cologne		Allergy meds	
Deodorant		Nail file	
Steam cleaner/wrinkle spray		Snack/Protein bar	
Spot cleaner		Water bottle	
Comb		Disposable camera	
Mousse		Batteries	
Hairspray		Mobile Phone	
Extra contact lenses		Emergency wedding rings	
Contact lens solution		Tweezers	
Face powder		Sunglasses	
Concealer		Cash	
Mascara		Tampons/pads	
Lipstick		Tooth picks	
Blush		Straws	

Bachelor Party Guests



Bachelor Party Work Sheet

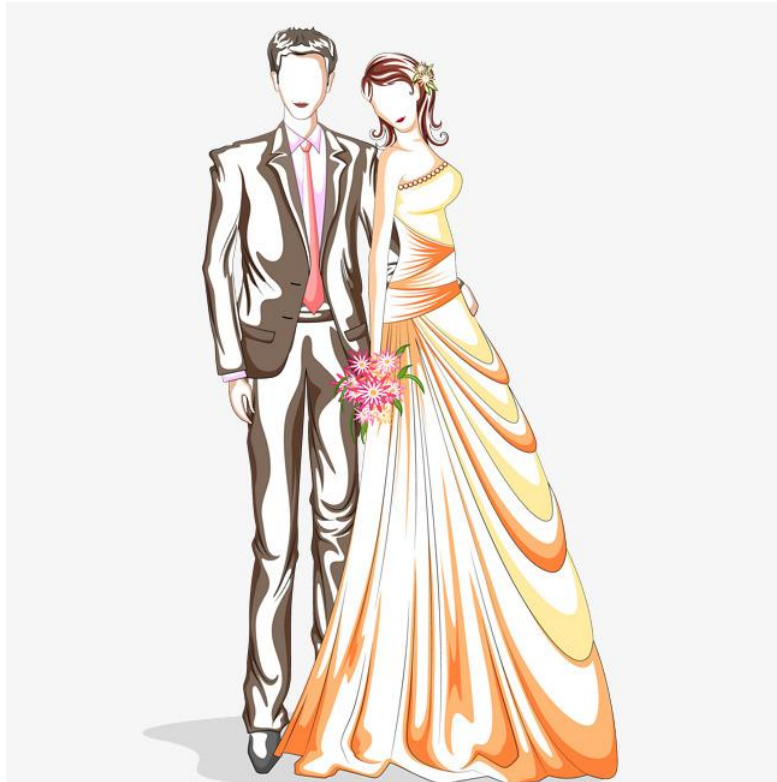
EVENT	
Location 1:	
Location 2:	
Date (s):	
Time (s):	
Host:	
Cost:	

FOOD	
Breakfast	
Lunch	
Dinner	
Cocktails	
Potluck	

RESPONSIBILITIES	
NAME:	Responsible for:
NAME:	Responsible for:
NAME:	Responsible for:
NAME:	Responsible for:
NAME:	Responsible for:
NAME:	Responsible for:

SCHEDULE	
	TIME:
	TIME:
	TIME:
	TIME:
	TIME:
	TIME:
	TIME:

FORMAL WEAR



Formalwear

Formalwear shop	
Address	
Contact Person	
Phone	
Email	
Website	
Attendant's Name	Measurements
Attendant's Name	Measurements
Attendant's Name	Measurements
Attendant's Name	Measurements
Cost	
Rental Fees (deposit?)	
Other Charges	
GRAND TOTAL	
NOTES	

Groom Survival Wedding Kit



Groom Survival Kit

FOR APPEARANCE	CHECK	PERSONAL	CHECK
Extra socks		Moist towelettes	
Extra shoes		Scissors	
Extra tie		Portable mirror	
Extra cufflinks		Tissues	
Extra boutonniere		Blotting paper	
Extra buttons		Hankerchief	
Needle		Chapstick	
Thread		Q-tips	
Hemming tape		Eyedrops	
Safety pins		Breath mints	
Shoe polish kit		Band-aids	
Shaving cream		Moleskin	
Razors		Panadol	
Cologne		Antacid	
Deodorant		Allergy meds	
Steam cleaner/wrinkle spray		Toothpicks	
Lint brush		Snack/Protein Bar	
Spot cleaner		Water bottle	
Comb		Disposable Camera	
Beard oil		Batteries	
Hair gel		Mobile phone	
Extra contact lense		Emergency wedding rings	
Contact lens solution		Flask	
Floss		Sunscreen	
Face powder		Sunglasses	
		Cash	

Guest List



Wedding Invitations



Wedding Invitations

Stationery Shop	
Address	
Email	
Website	
Phone #	
Date ordered	
Deliver /pick up date	
Style #	
Lettering	
# ordered	
Invitations	
Save-the-date cards	
RSVP cards	
Specialty envelopes	
Costs	
Invitation printing	
Cards, envelopes, inserts	
Wedding program	
Grand Total	
Wording	
Invitations	
RSVP cards	
Save-the-date cards	

RSVP LIST



Guest Book



Bridal Party Gifts



Bride Attendants	Gift	Cost	Check
Maid of honour			
Bridesmaid #1			
Bridesmaid #2			
Bridesmaid #3			
Bridesmaid #4			
Bridesmaid #5			
Bridesmaid #6			
Bridesmaid #7			
Groom Attendants	-	-	-
Best man			
Groomsman #1			
Groomsman #2			
Groomsman #3			
Groomsman #4			
Groomsman #5			
Groomsman #6			
Groomsman #7			
Both	-	-	-
Flower girl			
Ring bearer			
Usher #1			
Usher #2			
Usher #3			
Usher #4			
Usher #5			

WEDDING CEREMONY



WEDDING CEREMONY

CEREMONY SITE	OFFICIANT
Name	Name
Address	Address
Contact person	Phone
Phone	Email
Email	Fee / Honorarium
ITEMS NEEDED (include # if yes)	MUSICIAN(S)
Chairs	Name
Flowers	Contact
Decorations	
Other	
READER(S)	PHOTOGRAPHER/VIDEOGRAPHER
Name	Name
Contact	Contact
TRADITIONS	
Something old	
Something new	
Something borrowed	
Something blue	
NOTES:	

Ceremony Program



Ceremony Program

Person 1	Person 2
Date of Ceremony	Time of Ceremony
Ceremony Location	
Reception Time	Reception Location
Officiant	Celebrant
Parents of Person1	Parents of Person 2
Maid of Honor	Best Man
Bridesmaides	Groomsmen
Flower Girl	Ring Bearer
Vocalist	Musician
Ceremony Songs	
Reader 1	Reader 2
Wedding Coordinator	
Other Wedding Party Members	
Other	

Reception Rehearsal Planner



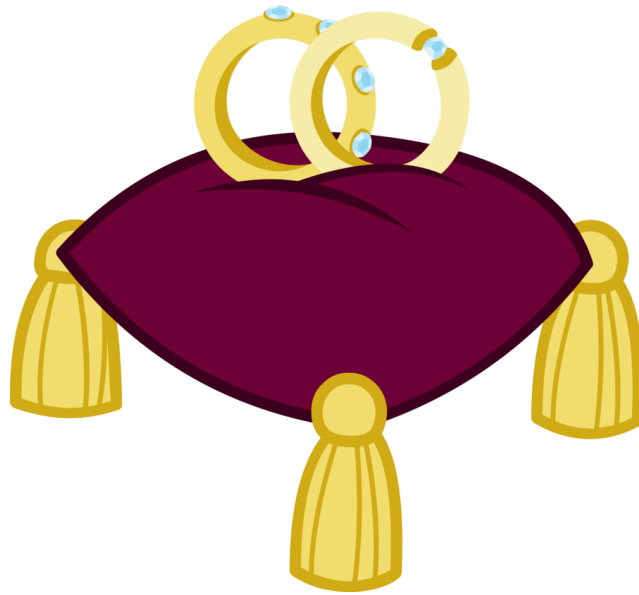
Rehearsal Planner

GENERAL INFORMATION			
Host (s)			
Date		Time	
Location			
Attire			
Theme			
Food			
Cost per plate			
GUESTS			
NAME	+1	ALLERGIES	SEAT NO

SPEECHES

Name		Speech Length	
Name		Speech Length	
Name		Speech Length	
Name		Speech Length	

Ring Budget



Ring Budget

Jeweler						
Store Name:	_____		Jeweler:	_____		
Phone:	_____		Fax:	_____		
Website:	_____		Email:	_____		
Address:	_____					
Notes:	_____					
Budget						
Bride's Ring:	\$	_____	Fitting:	\$	_____	
Groom's Ring:	\$	_____	Fitting:	\$	_____	
			Total:	\$	_____	
Inscriptions						
Bride Inscription:	_____					
Groom Inscription:	_____					
Ring Sizes						
Bride:	_____			Groom:	_____	
Material (Choose One)	Bride	Groom	Style (Choose 1+)	Bride	Groom	
White Gold			Plain			
Yellow Gold			Ornate			
Silver			Custom-Made			
Platinum			Ready-Made			
Zirconium			Identical			
Stainless Steel			Different			
Wood			Embedded gems			

Vows

Wedding Vows (LOLCAT Edition)

I (Tom Cat/Pussy Cat):

Take you forever fwend
To has and to rub from now to forever time
For goodness and tears
Through monies and no monies
In diabeetus to helf
To snuggle and to has flavor
On this day forward until crossing Rainbow Bridge



Vows

Insert your vows below

WEDDING CEREMONY

Budget



WEDDING CEREMONY

Budget

CEREMONY	ESTIMATE	ACTUAL COST
Site fee		
Security Fee		
Officiant fee		
Marriage Licence Fee		
Ring pillows		
Flower girl flowers		
Site flowers		
Bridesmaids bouquets		
Bride bouquet		
Corsages		
Boutonnieres		
Decorations		
Candles		
Musician fees		
Photography fees		
Videography fees		
Bride/groom cars		
Attendant cars		
Parking		
Wedding coordinator		
Miscellaneous		
GRAND TOTAL:		
IMPORTANT NOTES		

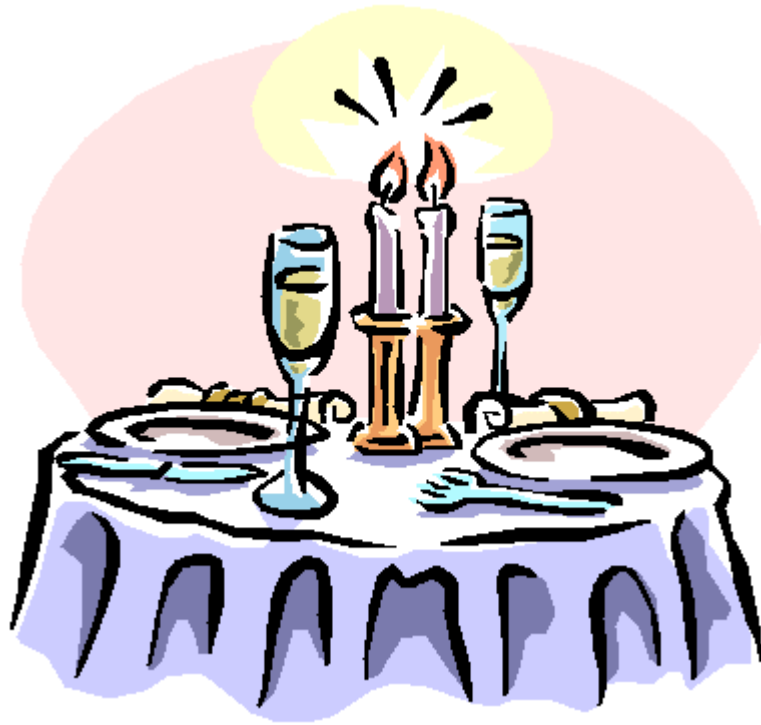
Reception Budget



Reception Budget

RECEPTION	ESTIMATE	ACTUAL COST
Site rental fee		
Security deposit		
Hotels		
Transportation		
Parking		
Catering		
Servers		
Chef		
Bartender		
Liquor		
Food		
Weddign cake		
Dishware		
Glasses		
Silverware		
Tables & chairs		
Flowers		
Decorations		
Table decorations		
Table favours		
Band/DJ/MC		
Speakers/sound system		
Photographer		
Videographer		
Guest book		
Childcare		
Gratuities		
GRAND TOTAL		
NOTES		

Venue Comparison



Venue Comparison

Information	Venue #1	Venue #2	Venue #3	Venue #4
Site Type				
Address				
Phone number				
Website				
Rental Fee				
Capacity				
Parking lot capacity				
Décor/style				
Proximity to hotels				
Proximity to public transportation				
Deposit schedule				
Cancellation cost				
Questions				
Parking fees?				
Reception hall attached?				
In-house catering?				
Liquor license?				
Private or public?				
Coat check?				
Speakers provided?				
Chairs provided?				
Liquor provided?				
Wheelchair accessible?				
Coat check?				
# of bathrooms?				
Room for a band and dancing?				
Outdoor space?				

CATERER COMPARISON



CATERER COMPARISON

INFORMATION	CATERER #1		CATERER #2		CATERER #3	
Name						
Address						
Phone						
Website						
Email						
Contracted or Caterers Staff?	YES	NO	YES	NO	YES	NO
Meals prepared from scratch?	YES	NO	YES	NO	YES	NO
On-site meal preparation?	YES	NO	YES	NO	YES	NO
Coking/ cake cutting fees?	YES	NO	YES	NO	YES	NO
Does caterer handle place settings/ place cards/ favours?	YES	NO	YES	NO	YES	NO
Does wait staff serve and clear?	YES	NO	YES	NO	YES	NO
Rate per plate						
All inclusive rate						

Costs on next page

CATERER COMPARISON

INFORMATION	CATERER #1	CATERER #2	CATERER #3
COST OF:			
Sit-down meal			
Buffet			
Dinner			
Brunch			
Cocktails & hors d'oeuvres only			
Open bar			
Vegetarian/allergen alternatives			
1 waiter per x number of guests			
Plating ahead			
Plating to order			
Gratuities/Services Charges			
Parking			
Seasonal Food			
Desserts			
NOTES:			

Contracted Catering Company



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Contracted Catering Company

CONFIRMED AND BOOKED CATERING COMPANY	
Catering Company	
Address	
Website	
Contact Person	
Phone	
Email	
Confirmed Date of Wedding	
Wedding luncheon/dinner Style? (buffet or full service)	
Appetizers/ hors d'ouvres	
Desserts	
Other dishes	
Multiple meal options	
1.	
2.	
3.	
# of guests served	
Costs:	
Food	
Setup/service	
Other Charges	
Grand Total	
NOTES:	

Reception Menu



Reception Check List



Reception Check List

Reception site	
Address	
Contact Person	
Phone #	
Email	
Website	
# of guests/tables	
DECORATIONS	FLORAL
Table skirts (colour)	Centrepieces
Napkins	Dinning Table
Dining Table	
Candles	BAR
Favours	
AUDIO/VISUAL EQUIPMENT	PARKING
COSTS	
Food	
Setup/service	
Other charges	
GRAND TOTAL	
NOTES	

Decoration Worksheet



Decoration Worksheet

THEMES	
Theme 1	
Theme 2	
Colour Scheme 1	
Colour Scheme 2	
CEREMONY DECORATIONS	
Entrance	
Gift Table	
Buffet Table	
Cake Table	
Centrepieces	
Chairs	
Ceiling/Walls	
Floor	
DECORATOR 1	
Business Name	Contact
Phone	Website
Email	Address
Package	Cost
DECORATOR 2	
Business Name	Contact
Phone	Website
Email	Address
Package	Cost

Drinks List



Drinks List

WINE	CHECK	LIQUOR	CHECK
Red wine choices	-	Vodka	
1.		Gin	
2.		Bourbon	
3.		Scotch	
White wine choices		Whiskey	
1.		Brandy	
2.		Tequila	
3.		Rum	
Blush wine choices		Vermouth	
1.		MIXERS	
2.		Coke	
3.		Lemonade	
Champagne		Club soda	
BEER	-	Tonic	
Regular domestic choices		Sour mix	
1.		Orange juice	
2.		Grenadine	
3.		Lime juice	
Light domestic choices		Lemon juice	
1.		OTHERS	
2.		Ice	
3.		Glasses	
Import/Micro brews		Napkins	
1.		Stirring sticks/straws	
2.		Olives	
3.		Cherries	
		Lemons/limes	

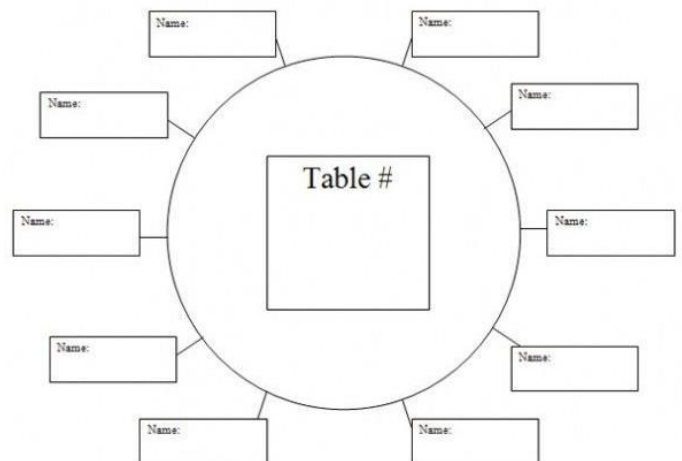
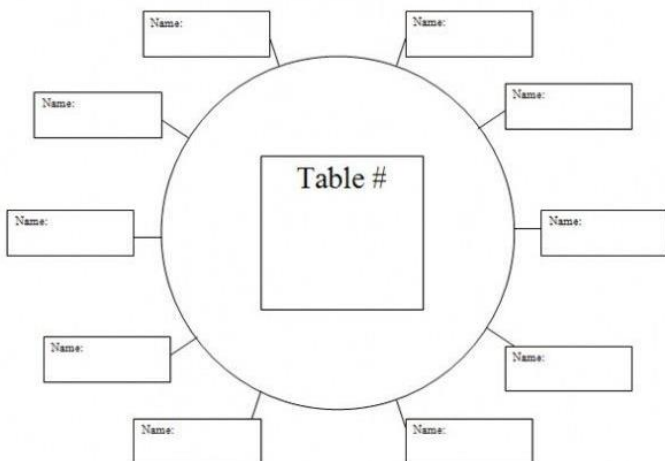
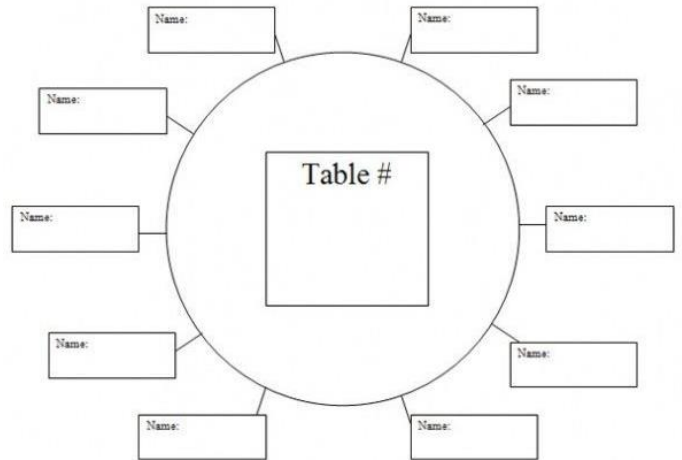
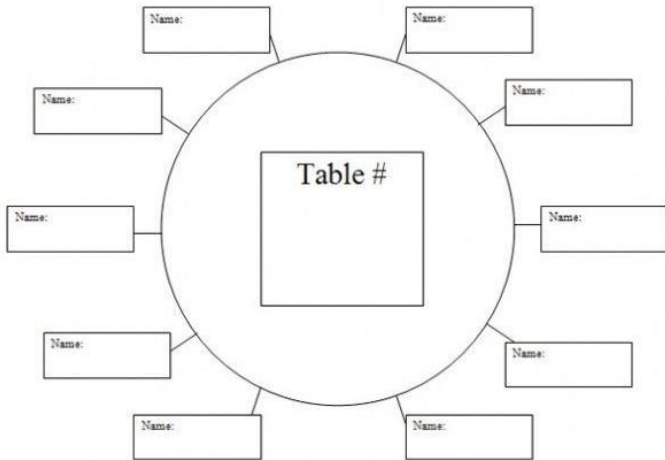
Reception Seating Plan



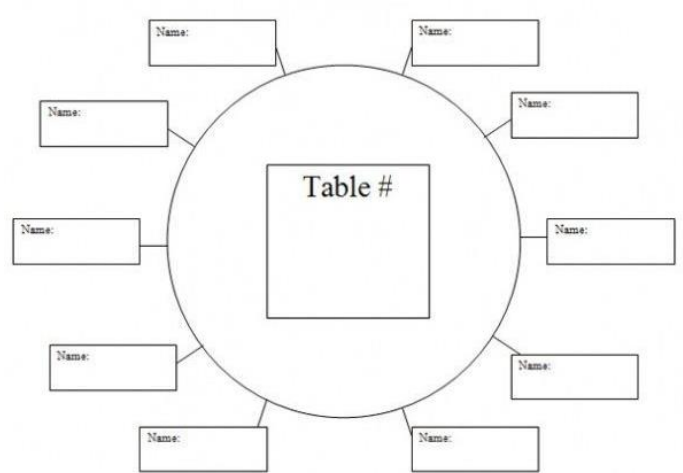
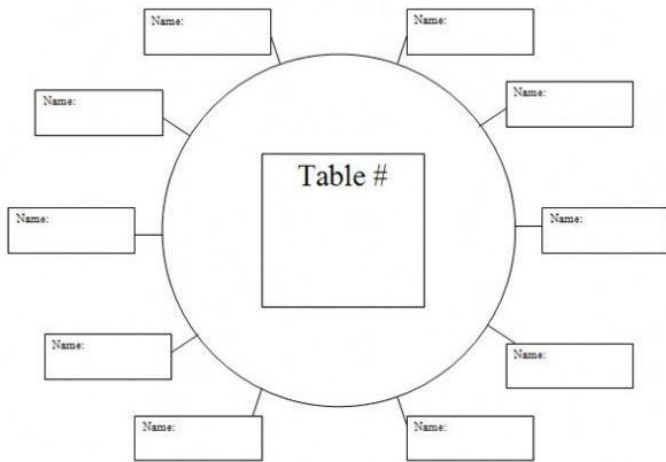
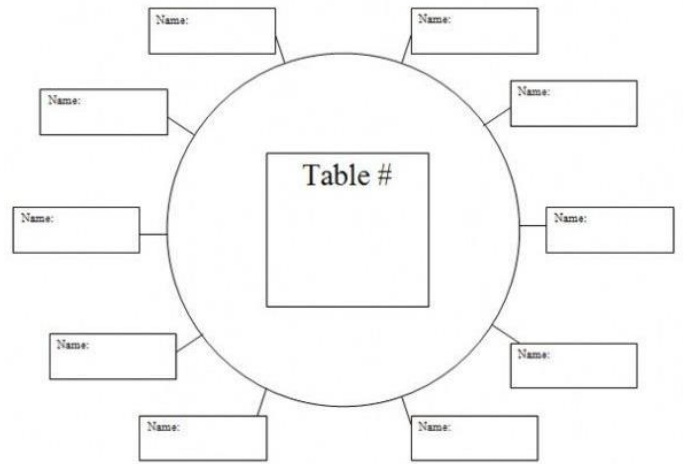
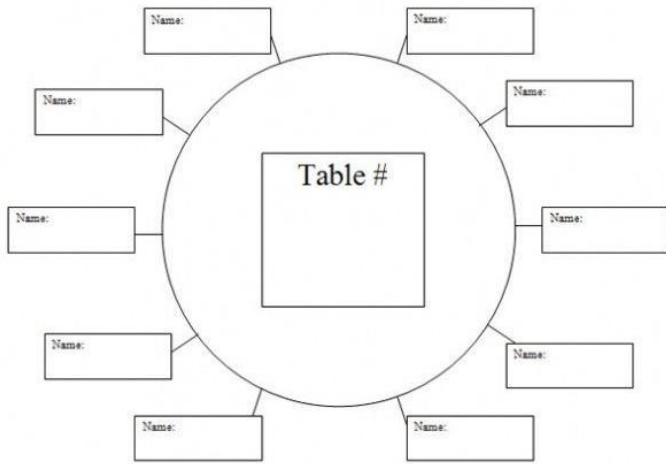
Reception Seating Plan

Head Table (Bride, groom, immediate family, best man, maid of honor)		
1.	2.	3.
4.	5.	6.
7.	8.	9.
Table 1 (Close friends and extended family of the bride)		
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
Table 2 (Close friends and extended family of the groom)		
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
Table 3 (Friends of the family, friends of the bride and groom)		
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
Table 4 (Coworkers, acquaintances, children)		
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
# of Seating Cards:	# of Table Cards:	# of Escort Cards:
TOTAL # OF GUESTS:		
<u>Notes:</u>		

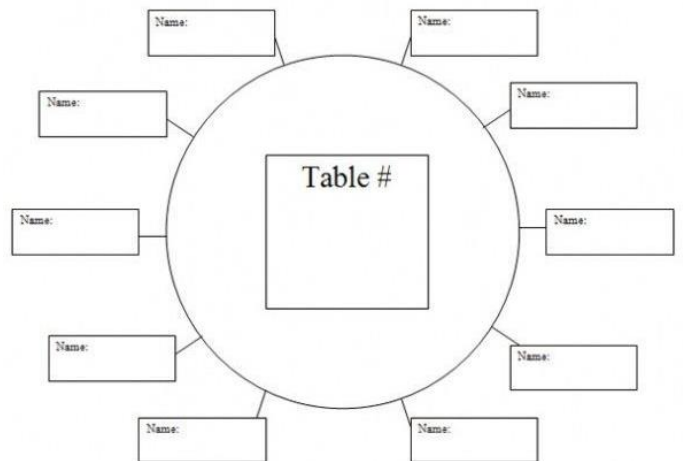
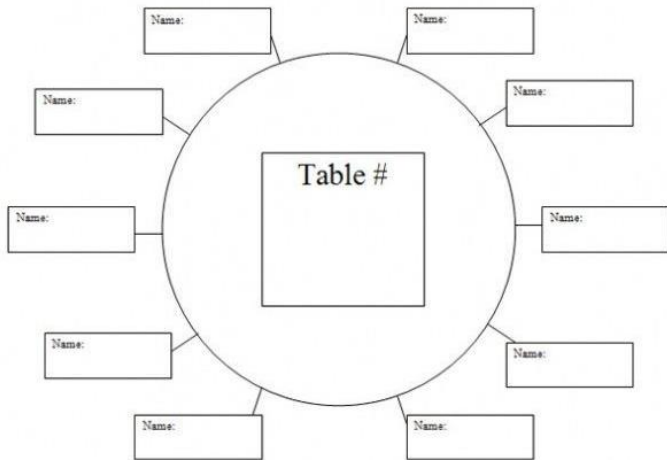
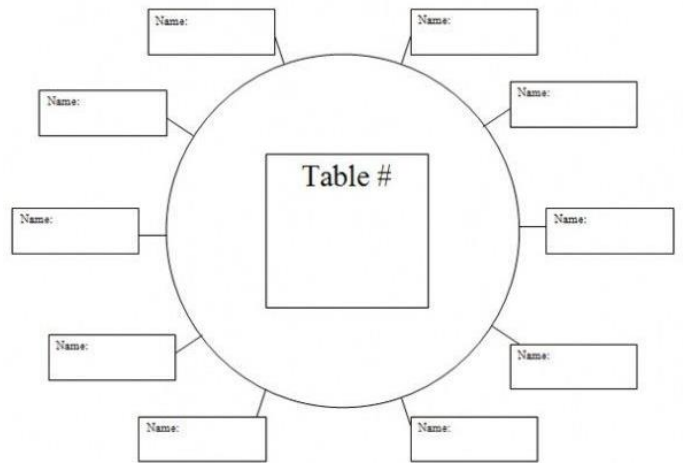
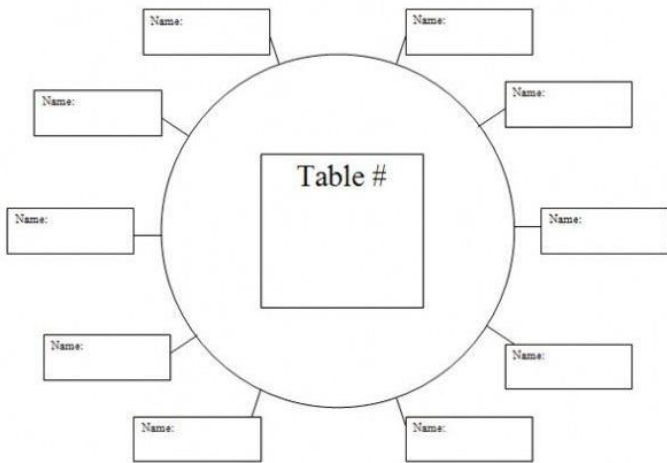
Reception Seating Plan



Reception Seating Plan



Reception Seating Plan



Reception Rehearsal Dinner



The Cake

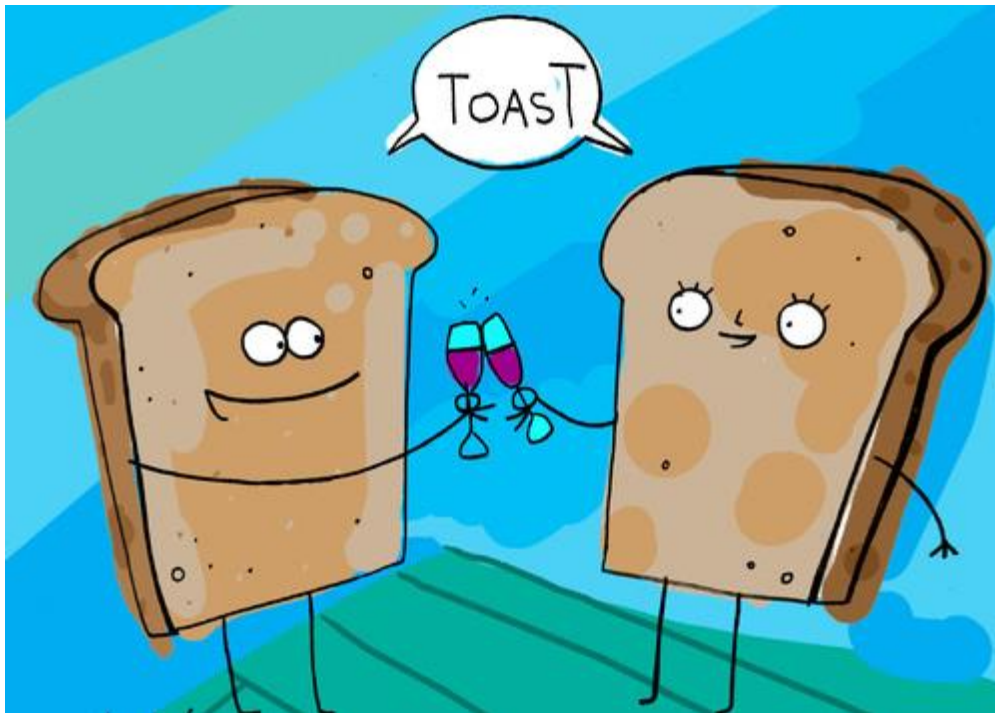


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The Cake

Bakery	
Address	
Contact Person	
Phone	
Email	
Name of Cake Type	
Flavour	
Number of Tiers	
Icing Colour	
Toppers	
Misc. designs /decoration	
Number of guests served	
Slab cake needed?	
Notes:	
Cost:	
Wedding Cake	

Toast Ideas



Toast Ideas

Introduction	Quotations
Who are you?	"Love is a flower which turns into fruit at marriage." – Finnish Proverb
Why are you giving the toast?	
How you know the bride?	"Love is friendship set on fire." – Jeremy Taylor
How you know the groom?	
Why were you asked to give the toast?	"We are shaped and fashioned by what we love." –Goethe
Memories	
Favorite memory of the bride	"Where there is great love, there are always miracles" –Willa Cather
Favorite memory of the groom	
Favorite memory of them as a couple	"If I know what love is, it is because of you." – Herman Hesse
How did they meet?	
What were they like before they met?	"Love is composed of a single soul inhabiting two bodies." –Aristotle
How have they changed?	
What are their best traits?	"Love is the beauty of the soul." –St. Augustine
Anecdotes	
Amusing stories about the couple	"Whatever our souls are made of, his and mine are the same." –Emily Bronte
Stories that illustrate their characters	
Your hopes for their future	"Who, being loved, is poor?" –Oscar Wilde
Bible Verses	
1 Corinthians 13:4-8	"Love is the irresistible desire to be irresistibly desired." –Robert Frost
Song of Solomon 7:10-12	
Ephesians 5:31	"Love –bittersweet, irrepressible—loosens my limbs and I tremble." –Sappho
Matthew 19:6	
John 4:18	
Notes:	

GIFT REGISTRY ORGANISER



GIFT REGISTRY



Gift Registry

CATEGORY	STORE	REC'D	CATEGORY	STORE	REC'D
APPLIANCES			HOME CARE		
Mixer			Vacuum		
Toaster			Iron/ironing board		
Waffle iron					
Slow Cooker			ELECTRONICS		
Blender/Processor			DVD player		
Coffee Maker			Digital Camera		
KITCHEN			DECOTRATIVE		
Pans/skillets			Candlesticks		
Utensil set			Vases		
Salt/pepper shakers			Photo albums		
Dishware/China					
Pattern:			SAFETY		
Serving dishes			Smoke alarm(s)		
Glassware			Fire extinguisher (s)		
Flatware					
			LUGGAGE		
LINENS			Wheeled		
Kitchen towels			Garment bag		
Tablecloth/ napkins			Carry-on bag		
Sheets/ pillowcases					
Quilt/comforter			MISC.		
Bath towels			Fire place utensils		
OUTDOORS					
Picnic basket					
BBQ/accessories					
Garden Tools					

GIFT THANKYOU'S



Total Budget for Whole Wedding



Total Budget for Whole Wedding

ITEM	ESTIMATED COST	ACTUAL COST
Engagement Party		
Hen's Night / Bridal Shower		
Buck's Night		
Ceremony		
Reception		
Rings		
Decoration		
Catering		
Drinks		
Cars		
Formalwear		
Transport		
Equipment Hire		
Incidentals /DIY Projects		
Hair & Make-Up		
Photography		
Videography		
Stationery		
Venue Hire		
Celebrant		
Cake		
Honeymoon		
Music & Entertainment		
Flowers		
GRAND TOTAL		



TRUNKETABELLA GARDENS



Wedding Apparel

Bride Apparel	Estimate	Actual Cost
Wedding dress		
Shoes		
Undergarments		
Veil		
Jewelry		
Garter		
Hosiery		
Dress bag		
Honeymoon clothes		
Bridesmaid dresses		
Bridesmaid shoes		
Bridesmaid jewelry/accessories		
Fitting costs		
Alteration costs		
Groom Apparel		
Tuxedo		
Shoes		
Groomsmen tuxedos		
Groomsmen shoes		
Fitting costs		
Alteration costs		
Rings		
Bride ring		
Groom ring		
Fitting costs		
Engraving costs		
GRAND TOTAL:		

Cost Division Worksheet



Cost Division Worksheet

EXPENSE	PAID FOR BY			
ENGAGEMENT	COUPLE	BRIDE PARENTS	GROOM PARENTS	OTHER
Engagement Photos/Album				
Stationery				
Invitations/Thank You Notes				
Calligraphy				
Stamps				
CEREMONY				
Ceremony Site Fee				
Officiant Fee				
Guest Book/Pen/Holder				
Photographer Fee				
Proofs/Digital Files/Extras				
Videographer Fee				
Main Video/ Montage/ Extras				
Flower Girl Basket				
Ring Bearer Pillow				
Ceremony/ Pew Cards				
Flowers				
Person 1 Clothes				
Person 2 Clothes				
RECEPTION				
Reception Site Fee				
Caterers				
Musicians / DJ/ MC				
Chairs/ Tables				
Alcohol				
Non-alcoholic drinks				
Food				
Seating/Place Cards				
Hotel Rooms				
Transportation for guests				
Car Hire				

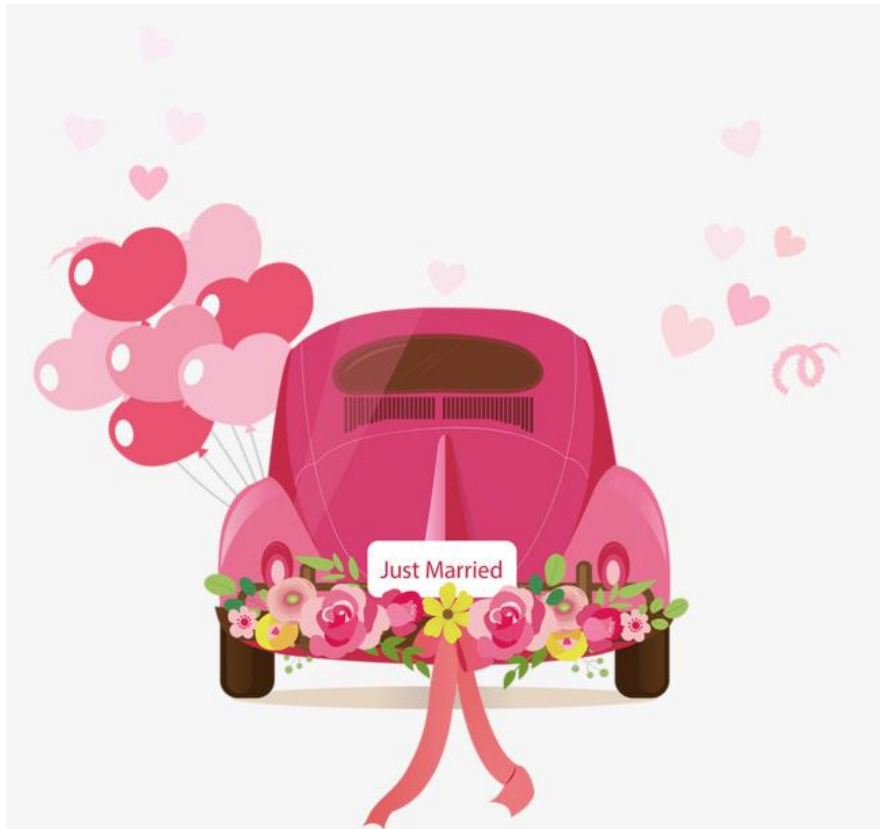
Supplier Payment Plan



Supplier Payment Plan

Ceremony	Company	Deposit	Date Due	Total	Date Due
Ceremony Site		\$		\$	
Musicians		\$		\$	
Decorators		\$		\$	
Florist		\$		\$	
Wedding Planner		\$		\$	
Officiant		\$		\$	
Photographer		\$		\$	
Videographer		\$		\$	
Tuxedo		\$		\$	
Gown		\$		\$	
Manicurist		\$		\$	
Hair Stylist		\$		\$	
Make-Up Artist		\$		\$	
Hotel		\$		\$	
Transportation		\$		\$	
		\$		\$	
		\$		\$	
Reception					
Reception Site		\$		\$	
Caterer		\$		\$	
Baker		\$		\$	
Bartender		\$		\$	
DJ/Musicians		\$		\$	
Decorator		\$		\$	
Florist		\$		\$	
		\$		\$	
		\$		\$	
Honeymoon					
Flight		\$		\$	
Hotel		\$		\$	
		\$		\$	

Car Hire

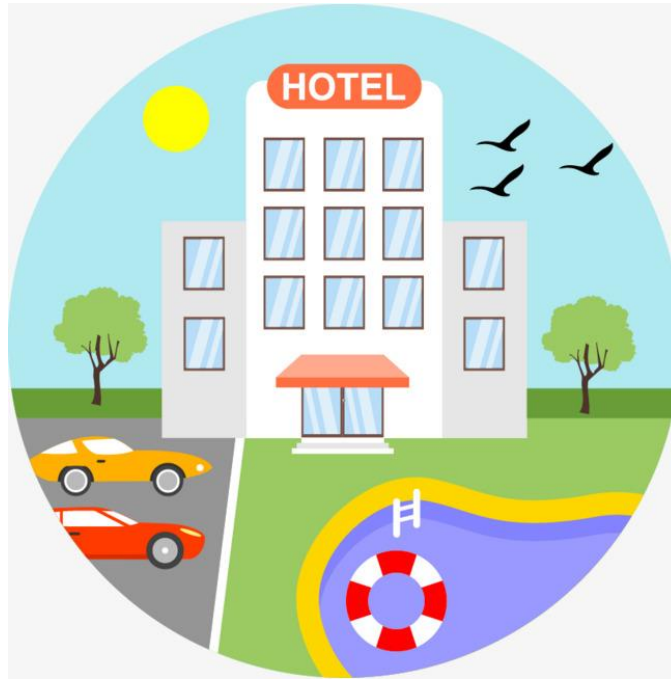


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Car Hire

Car Service	
Address	
Phone	
Contact Person	
Email	
Website	
Vehicle(s) Hired	
Cost Per Vehicle	
Total Cost	
TRANSPORT TO CEREMONY	
Name	Pick-Up Location & Time
TRANSPORT TO CEREMONY	
Name	Pick-up Location & Time
NOTES	

Destination Accommodation



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Destination Accommodation

HOTEL 1	
Hotel Name	Contact Name
Phone Number	Website
Email	Address
HOTEL 2	
Hotel Name	Contact Name
Phone Number	Website
Email	Address
TRANSPORT TO/FROM CEREMONY	
Company Name	Contact Name
Phone Number	Website
Email	Address
Pick-up Location	Pick-up Time
Drop-off Location	Drop-off Time
TRANSPORT TO AIRPORT	
Company Name	Contact Name
Phone Number	Website
Email	Address
Pick-up Location	Pick-up Time
Drop-off Location	Drop-off Time
TRAVEL COORDINATOR	
Travel Agency	Travel Agent
Phone Number	Website
Email	Address

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Equipment Hire



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FLOWERS



Flowers

Florist	
Address	
Contact Person	
Phone	
Email	
Website	
Wedding Party	
Bride's bouquet	
Bridesmaids' bouquets (and # needed)	
Corsages	
Mother of the Bride	
Mother of the Groom	
Boutonnieres	
Flowers for hair	
Flower girl basket/petals	
Ceremony	
Altar or archway	
Pews or chairs	
Reception	
Centrepieces (and # of tables)	
Buffet tables	
Cake	
Notes	

D.I.Y PROJECTS



Wedding Dances



Song List



Song List

CEREMONY	SONG TITLE	SONG ARTIST	SONG LENGTH
Seating Guests			
Seating Guests			
Seating Guests			
Seating Guests			
Seating Guests			
Seating Guests			
Seating Guests			
Groom Entrance			
Bridal/ groom attendants			
Brigal/ groom attendants			
Bride entrance			
Registrar signing			
Exit procession			
Music during cocktails			
Music during serving			
Music during dinner			
Music during dinner			
Cutting the cake			
Tossing the bouquet			
Bride & groom 1 st dance			
Bride/father dance			
Groom/ mother dance			
Bride's choice			
Groom's choice			
Requets			
Requests			
Requests			
Requests			
Requests			
Requests			
Requests			

Music & Entertainment



Music & Entertainment

DJ/ MC	
Address	
Contact Person	
Phone #	
Email	
Website	
Hire Charge	
BAND / PERFORMER(S)	
Name	Name
Address	Address
Phone #	Phone #
Email	Email
Website	Website
Hire Charge	Hire Charge
INTRODUCTIONS / TOASTS	
MUSIC / SONGS	
Ceremony	
Reception	
First Dance	
Bride & father	
Groom & mother	
Bride & Groom	
Cake cutting	
Last dance	
SONG LIST	

Photography



Photography

Photographer	
Address	
Phone #	
Email	
Website	
Cost	
Photography	
Prints	
Getting Ready Photos	
1	4
2	5
3	6
CEREMONY PHOTOS	
1	4
2	5
3	6
RECEPTION PHOTOS	
FAMILY PHOTOS	
Bride's Family	
Grooms' Family	
All Family Together	
NOTES	

Videography



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Videography

Videographer		
Address		
Phone		
Fax		
Email		
Web site		
Style? (long or short form, photojournalistic, etc.		
Shots/people to be sure to include:		
1.		4.
2.		5.
3.		6.
Music and other features:		
Costs:		
Videography		
Editing		
DVDs		
GRAND TOTAL:		
Notes:		

Stationery Budget



Stationery Budget

Invitation Needs	Estimate	Actual Cost	Amount	√
Stationery				
Pens				
Reception inserts				
Reply cards				
Envelopes				
Direction inserts				
Transportation inserts				
Accommodation inserts				
The Event				
Wedding programs				
Menu cards				
Table cards				
Place cards				
Escort cards				
Thank you cards				
Card Types to Be Sent				
Save the date				
Bridal shower				
Bachelor party				
Bachelorette party				
Rehearsal dinner				
Wedding				
GRAND TOTAL:				-
Important Notes				

Honeymoon Budget



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Honeymoon Budget

PREPARATION	NECESSARY	ADDITIONAL COSTS
Passports		
Shots/Medication		
Pet/House Care		
Weather-specific clothing		
Luggage		
TRAVEL		
Airfare		
Taxi		
Train		
Rental Car		
Gas/Petrol		
DAILY NECESSITIES		
Hotel (times x number of days)		
Breakfast (times x number of days)		
Lunch (time x number of days)		
Dinner (times x number of days)		
Drinks (times x number of days)		
ENTERTAINMENT		
Equipment (for beach, skiing, scuba diving etc.)		
Tour fees		
Entrance fees		
Clubs/Bars		
Shows		
Sports		
Shopping/ Souvenirs		
Tips		
Taxes		
GRAND TOTAL		
NOTES		

Honeymoon Comparison



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Honeymoon Check List



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Honeymoon Check List

ITEMS TO BRING	CHECK
Hotel confirmation	
Plane ticket confirmation	
Birth certificates	
Passports	
Driver's Licences	
Photocopies fo the above	
Check book/ credit cards	
ID tags for suitbaces	
Camera	
Contraceptives	
Chargers for phones, tablets, laptops, ipods etc..	
Travellers checks	
Local currency	
Sunscreen / sunglasses	
Weather-appropriate colthing	
Weeklong weather report	
Prescription medication	
Itinerary	
Bus/train/subway route	
Maps	
Travel Insurance	
PHONE NUMBERS FOR	
Emergency contacts	
Credit card company	
Doctors	
House/pet sitter	
Hotels	
Foreign Embassy	
Travel Insurance Company	

Honeymoon Itinerary



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Honeymoon Itinerary

DEPARTURE	DESTINATION 2
Departure date	Hotel check-in time
Departure time	Hotel phone#
Airline/flight #	Hotel confirmation #
Arrival date	Meal reservation
Arrival time	Meal reservation date
DESTINATION 1	Meal reservation time
Hotel check-in time	Meal reservation
Hotel phone#	Meal reservation date
Hotel confirmation #	Meal reservation time
Meal reservation	Attraction#1
Meal reservation date	Attraction #1 date
Meal reservation time	Attraction #1 time
Meal reservation	Attraction #2
Meal reservation date	Attraction # 2 date
Meal reservation time	Attraction #2 time
Attraction #1	Attraction #3
Attraction #1 date	Attraction #3 date
Attraction #1 time	Attraction #3 time
Attraction #2	RETURN
Attraction #2 date	Departure date
Attraction #2 time	Departure time
Attraction #3	Airline/flight #
Attraction #3 date	Arrival Date
Attraction #3 time	Arrival Time
DEPARTURE	NOTES
Departure date	
Departure time	
Arrival date	
Arrival time	

Honeymoon Details



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Honeymoon Details

TRAVEL AGENT	
Address	
Phone	
Email	
Website	
WEDDING NIGHT	
Hotel	Address
Phone	Email
Website	
Confirmation#	Price
DESTINATION	
Hotel	Address
Phone	Email
Website	Price
Confirmation #	
TRANSPORTATION	
Taxi Company	
Booking Reference #	
Time Booked for	
FLIGHTS	
Airline	
Departing from	Arriving at
Flight Date	Flight Time
Flight Number	
RETURN FLIGHTS	
Departing from	Arriving At
Flight Date	Flight Time
Flight Number	
NOTES	

Timeline



Timeline

6 weeks before

- Mail invitations
- Design wedding program
- Make appointments with hairstylist, etc...
- Arrange transportation
- Contact vendors to confirm services and prices
- Make seating chart for rehearsal dinner and reception
- Decide on reception dances, toasts, etc...
- Purchase gifts for attendants and future spouse
- Send wedding announcements to newspaper

2.3 weeks before

- Finalise formalwear rental (arrange measurements etc...)
- Confirm with officiant and other key people

1 week before

- Mail invitations
- Check in with attendants
- Gather outfits and other items for wedding day
- Check fit of wedding dress
- Pack for honeymoon

1 day before

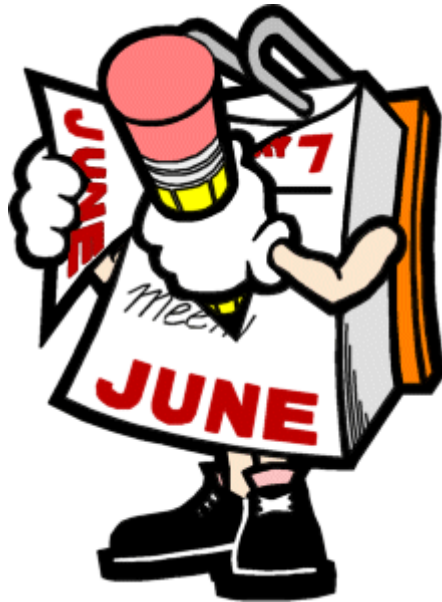
- Spa treatments, manicure, massage etc...

Wedding day

- Hair/make-up

Remember traditional items, if desired (something old, new, borrowed b

The Month Before Your Wedding Calendar



The Month Before Your Wedding Calendar

Important Events to Remember

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Wedding Day Schedule



Wedding Day Schedule

Schedule	Time
Get up/eating breakfast	
Do hair, apply makeup and dress	
Leave for the ceremony	
Get corsages and boutonnieres	
Pre-ceremony photos	
Wedding guests take their seats	
Parents of the bride and groom take their seats	
Ushers take their seats	
Bridal attendants assemble	
Groom, best man and minister assemble at the altar	
Ceremony begins	
Ceremony ends	
Receiving line	
Post-ceremony photos	
Bride and groom alone time	
Reception	
Cocktails	
Bride and groom entrance	
Meal	
Toasts	
Cutting of the cake	
Bride throws the bouquet/garter	
Bride and groom first dance	
Bride/father and groom/mother dance	
Eating, drinking and dancing	
Bride and groom change	
Bride and groom leave the reception	
Reception ends	

Orders Check List



Pick-Up Check List



Emergency Contacts



Emergency Contact List

SUPPLIER			
COMPANY	CONTACT NAME	NUMBER	IN CHARGE OF
ACCOMMODATION			
COMPANY	CONTACT NAME	NUMBER	IN CHARGE OF
TRANSPORTATION			
COMPANY	CONTACT NAME	NUMBER	IN CHARGE OF

Contacts List



Contacts List

TITLE	NAME	PHONE	EMAIL
Wedding coordinator			
Ceremony site			
Reception site			
Bridal shop			
Men's formalwear			
Alterations			
Officiant			
DJ			
MC			
Musician(s)			
Reception diner site			
Caterers			
Bakery			
Photographer			
Videographer			
Florist			
Stationery shop			
Party/ décor shop			
Rental Company			

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Car Hire			
Guest Transport			
Guest Accommodation			
Hair Salon			
Beauty Salon			