

# month-by-month wedding planner

## 6-12 months

- Choose a date and location
- Create a notebook to keep organized
- Set your budget
- Compile the guest list
- Send “save the date” cards to potential guests
- Reserve ceremony and reception sites
- Select a caterer, band, and florist
- Select a photographer and videographer
- Select a wedding gown and wedding party attire
- Make reservations for honeymoon
- Register for gifts

## 4-5 months

- Compile final guest list
- Reserve rental equipment
- Order wedding cake
- Start working on wedding vows
- Have groom and groomsmen fitted
- Purchase wedding rings
- Order invitations and thank you notes
- Check marriage license requirements
- Finish planning your honeymoon

## 2-3 months

- Plan ceremony and rehearsal dinner
- Address invitations; mail 6-8 weeks prior
- Organize details with service providers
- Make appointments for hair, nails, facial, and massage
- Arrange for final fitting of your gown and bridesmaid dresses
- Make wedding day transportation arrangements
- Purchase gifts for your attendants
- Send thank you notes for gifts received early

## 1 month

- Confirm accommodations for out-of-town guests
- Give your final count of guests to caterer
- Get marriage license at least seven days prior
- Pick up your wedding rings
- Make sure bridesmaids have dresses and accessories
- Discuss services with officiant
- Make seating arrangement and placecards
- Continue writing thank you notes

## 1 week

- Address and stamp announcements
- Pack for your honeymoon
- Break in your wedding shoes
- Create seating chart
- Re-confirm transportation
- Make sure all of your attendants have their formalwear and that it fits properly
- Continue writing thank you notes

## wedding day

- Eat a healthy breakfast
- Give yourself plenty of time to relax and enjoy getting ready
- Use a checklist to make sure you bring everything you need to the ceremony site
- Most importantly, enjoy yourself!



# budget planner

## PRE-WEDDING

- Gown .....
- Veil .....
- Shoes .....
- Accessories (jewelry, nylons, etc.).....
- Invitations (including postage) .....
- Bridal stationery and thank-you notes .....
- Wedding rings .....
- Bridesmaids gifts.....
- Groomsmen gifts .....
- Parent gifts .....
- Ring bearer and flower girl gifts .....


## WEDDING

- Church or location rental .....
- Officiant fee .....
- Flowers for ceremony location .....
- Location decorations .....
- Bride's bouquet.....
- Bridesmaids bouquets.....
- Groomsmen boutonnieres .....
- Parent flowers .....
- Musicians .....
- Seating .....
- Photographer .....
- Videographer .....


## RECEPTION

- Appetizers.....
- Dinner .....
- Alcohol .....
- Cake .....
- Flowers for reception location .....
- Band or DJ .....
- Location rental .....
- Serviceware .....


# professional contacts

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Notes \_\_\_\_\_  
Contract amount \_\_\_\_\_ Paid \_\_\_\_\_ Balance due \_\_\_\_\_ Due date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
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# reception planner

Reception location \_\_\_\_\_  
 Contact name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_

	need	available	cost
Private room			
Room capacity			
Hours available			
Staff			
Number of guest tables			
Head table			
Linens			
China			
Stemware/glassware			
Stage			
Sound system			
Piano			
Guest book table			
Gift table			
Cake table			
Catering service			
Bar/bartender			
Beverages			
Air conditioning			
Set-up time			
Clean-up charge			
Corkage fee			
Valet parking			

Head count deadline \_\_\_\_\_  
 Menu selection deadline \_\_\_\_\_  
 Deposit deadline \_\_\_\_\_  
 Final payment deadline \_\_\_\_\_



# photo checklist

## portraits

- Bride
- Groom
- Bride and groom
- Bride, with detail of back of dress
- Groom with best man
- Groom with groomsmen
- Bride with maid of honor
- Bride with bridesmaids
- Ring bearer with flower girl
- Entire wedding party
- Bride with parents
- Groom with parents
- Bride and groom with bride's parents
- Bride and groom with bride's family
- Bride and groom with groom's parents
- Bride and groom with groom's family
- Bride and groom with both sets of parents

## pre-wedding

- Bride and attendants getting ready
- Groom and attendants getting ready
- Mother or maid of honor helping bride
- Reception site being set up
- Bride leaving for ceremony
- Groom leaving for ceremony

## ceremony

- Wedding programs
- Ceremony site, with guests arriving
- Ushers escorting special guests to their seats
- Both sets of parents entering
- Groom walking down the aisle or awaiting bride
- Bridal party at ceremony spot, awaiting bride
- Child attendants walking down the aisle
- Bride walking down the aisle
- Special guests watching the ceremony
- Wedding kiss
- Bride and groom leading recessional
- Guests throwing birdseed or flower petals
- Signing of wedding certificate
- Bride and groom's hands displaying
- Wedding rings

## reception

- Friends signing guest book
- Guests at cocktail hour
- Reception site, set for dinner
- Seating-cards display
- Centerpieces
- Place settings
- People giving toasts
- Bride and groom listening to toasts
- Group pictures of guests at each table
- Bride and groom's first dance
- Bride dancing with her father
- Groom dancing with his mother
- Guests dancing
- Wedding cake
- Bride and groom cutting the cake
- Bride and groom departing



# music & entertainment planner

*Use this worksheet to organize your wedding day music and entertainment. Give a copy of your selects to your musicians and/or DJs prior to your wedding day, so they can plan accordingly (and the songs not to play).*

song/performed by

start time

## ceremony

Prelude	_____	_____
Processional	_____	_____
Service	_____	_____
Recessional	_____	_____
Postlude	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____

## reception

Cocktail hour	_____	_____
Arrival of newlyweds	_____	_____
Couple's first dance	_____	_____
Bride & father dance	_____	_____
Groom & mother dance	_____	_____
Guests' first dance	_____	_____
Dinner	_____	_____
Cake cutting	_____	_____
Tossing the bouquet	_____	_____
Throwing the garter	_____	_____
Last dance	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____

**Special instructions or notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# bridesmaid planner

*After choosing the bridesmaid dress and bouquet, photocopy this page and send copies to your bridesmaids. Have them fill in their information and either mail or fax it back to you.*

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## measurements

Chest \_\_\_\_\_

Waist \_\_\_\_\_

Hips \_\_\_\_\_

Usual dress size \_\_\_\_\_

## the dress

Designer \_\_\_\_\_

Style/pattern # \_\_\_\_\_

Color \_\_\_\_\_

Description \_\_\_\_\_

## dress ordering information

Date ordered \_\_\_\_\_ Dress received

Seamstress \_\_\_\_\_

Seamstress phone \_\_\_\_\_

Alterations needed \_\_\_\_\_ Alterations completed \_\_\_\_\_

## accessories

Shoes  Bag  \_\_\_\_\_

Earrings  \_\_\_\_\_  \_\_\_\_\_

Necklace  \_\_\_\_\_  \_\_\_\_\_

## bouquet

Description \_\_\_\_\_

\_\_\_\_\_

Florist \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

# registry checklist

## formal dinnerware

- 8-12 Place settings
- Accent plates
- Pasta/soup bowls
- Creamer
- Sugar bowl
- Gravy boat and stand
- Salt and pepper shakers
- Large vegetable bowls
- Serving bowls
- Covered casseroles
- Large and medium platters

## formal crystal

*Same quantity as your china*

- Water goblets
- Wineglasses (red & white)
- Champagne flutes
- Iced beverage glasses

## silver

- 8-12 Place settings
- Extra teaspoons
- Extra salad forks
- Cold meat server
- Serving spoons
- Pierced tablespoons
- Soup spoons
- Sugar spoon
- Butter knife

## everyday flatware

- 8-12 Place settings
- Serving set
- 8-12 Hostess set
- Entertainment set

## cookware

- Sauce pans
- Saute pans
- Stockpot/Dutch oven
- Tea kettle
- Steamer/double boiler
- Casserole dishes
- Roaster
- Griddle/grill pan
- Omelette pan

## everyday dinnerware

- 8-12 Place settings
- Cereal bowls
- Creamer
- Sugar bowl
- Salt and pepper shakers
- Serving bowls
- Casseroles
- Platters

## everyday glassware

- Tall beverage glasses
- Goblets
- Wineglasses

## barware

- Highball glasses
- Double old-fashioned

## glasses

- Brandy glasses
- Pilsner glasses

## table linens

- Placemats
- Napkins
- Napkin rings
- 2 Tablecloths

## cutlery

- Paring knife
- Chef knife
- Bread knife
- Carving knife
- Cleaver
- Slicing knife
- Steak knives
- Mixing bowls
- Spatulas
- Whisk
- Rolling pin
- Strainer
- Measuring cups and spoons
- Dishtowels
- Trivets
- Canisters
- Cutting surface

## bakeware

- Cookie sheets
- Muffin pans
- Pie plates
- Bread pan
- Cake pans

## appliances

- Mixer
- Food processor
- Coffee maker
- Blender
- Can opener
- Toaster
- Juicer

## bedding

- Pillows
- Pillowcases
- Pillow shams
- Flat sheets
- Fitted sheets
- Comforters
- Blankets

## bath

- Bath sheets
- Bath towels
- Hand towels
- Washcloths
- Bath rugs
- Shower curtains
- Shower curtain rings
- Shower curtain liners