

budget planner

PRE-WEDDING

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

WEDDING

- Church or location rental
- Officiant fee
- Flowers for ceremony location
- Location decorations
- Bride bouquet.....
- Bridesmaid bouquets
- Groomsman boutonnieres
- Parent flowers
- Musicians
- Ring bearer and flower girl flowers
- 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 _____
Phone _____ Email _____
Notes _____

Contract amount _____ Paid _____ Balance due _____ Due date _____

Name _____
Address _____
Phone _____ Email _____
Notes _____

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Address _____
Phone _____ Email _____
Notes _____

Contract amount _____ Paid _____ Balance due _____ Due date _____

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 _____



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
- Dish towels
- 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



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
- Wedding certificate signing
- 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



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 six to eight 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 arrangements and placecards
- Continue writing thank-you notes

1 week

- 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!



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

<input type="checkbox"/> Shoes	<input type="checkbox"/> Bag	<input type="checkbox"/> _____
<input type="checkbox"/> Earrings	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> Necklace	<input type="checkbox"/> _____	<input type="checkbox"/> _____

bouquet

Description _____

 Florist _____
 Address _____

 Phone _____



music & entertainment planner

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

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: _____

