

Wedding Expo Online
WEDDING

PLANNER & GUIDE

WEDDING PLANNING WORKSHEETS

FOR THE WEDDING OF

TO

DATE

TIME

LOCATION

Calendar Checklist

The following checklist is an ideal timetable. Couples who do not have as much time as shown should plan their wedding in much the same order, using the checklist as a guide. Be sure to check things off as they are completed.

Immediately after the engagement:

- ♥ Discuss a budget and the size and style of the wedding with parents. Decide who pays for what.
- ♥ Choose a wedding date and time. You may want to check vendor availability prior to setting date.
- ♥ Create a binder to organize your thoughts, photos, worksheets, etc.
- ♥ If using a wedding consultant, enlist their services.
- ♥ Make initial contact with vendors and obtain references.
- ♥ Meet with clergy member; schedule pre-marital counseling.
- ♥ Reserve wedding and reception sites; make initial catering contacts.
- ♥ Register at local bridal registries.
- ♥ Hire photographer.
- ♥ Hire videographer.
- ♥ Make arrangements for the music at the wedding and reception.
- ♥ Make all transportation arrangements to and from the wedding and the reception. Consider hiring a limousine, party bus, trolley or horse-drawn carriage.

Six months or more before the wedding:

- ♥ Compile the guest list.
- ♥ Send out Save the Date cards.
- ♥ Reserve a block of hotel rooms for out-of-town guests.
- ♥ Choose wedding rings.
- ♥ Send engagement announcement to newspapers.
- ♥ Select and order wedding gown, leaving ample time for delivery and alterations.
- ♥ Look for alteration specialist (if someone other than bridal shop).
- ♥ Select the attendants (bridesmaids and groomsmen). Choose and order bridesmaids dresses.
- ♥ Purchase invitations.
- ♥ Select one usher for every 50 guests.
- ♥ Schedule wedding cake design appointment. Get estimates. Book the date.
- ♥ Implement diet and exercise program.
- ♥ Plan beauty preparations by checking with your salon for how far in advance they book wedding parties.
- ♥ Complete all honeymoon plans. If traveling outside the country, check on visas, passports and inoculations.
- ♥ Sign up for dance lessons. Talk to instructor about choreographing a special dance routine to "wow" guests.
- ♥ Book vendors, securing dates by putting down deposit.



Four months or more before the wedding:

- ♡ Confirm final details with the caterer.
- ♡ Order napkins and purchase any other items needed for the ceremony and reception. Check with the caterer to see what he/she includes.
- ♡ Order invitations (25 extra) and personal stationery or "Thank You" notes.
- ♡ Book engagement photo session with enough time to submit photos to local newspapers.
- ♡ Visit the photographer again to discuss specifics. Use the "Photography Worksheet."
- ♡ Get estimates and order flowers and floral arrangements for wedding and reception.
- ♡ Get estimates and order balloons, decorations and favors for wedding and reception.
- ♡ Book room for wedding night.

Three months or more before the wedding:

- ♡ Order wedding rings. Allow time for any final engraving.
- ♡ Order tuxedos for the groomsmen and fathers.

Two months or more before the wedding:

- ♡ Mail invitations (six weeks before the wedding; eight weeks to out-of-town guests).
- ♡ Buy a wedding gift for future spouse and gifts for attendants and helpers.
- ♡ Finalize arrangements of accommodations for out-of-town attendants and guests.

One month before the wedding:

- ♡ Ready all accessories, shoes and lingerie for bridal gown.
- ♡ Have beauty consultant do a trial run with bride's hair and makeup. Schedule this appointment on the day the bridal portrait is taken and/or a party is planned or schedule on the day of your final dress fitting to see exactly how you will look on wedding day.
- ♡ Have final fitting for bridal gown and bridesmaids' dresses.
- ♡ Have bridal portrait taken.
- ♡ Have groomsmen registered and measured at the formal wear store.

- ♡ Check with the newspapers on wedding announcement requirements.
- ♡ Finalize plans for rehearsal dinner.
- ♡ Plan seating arrangements for the rehearsal dinner and reception.
- ♡ Review this checklist to be sure nothing has been missed.
- ♡ Complete change-of-address information for post-office.
- ♡ Keep current with "Thank You" notes for shower and early wedding gifts.

Two weeks before the wedding:

- ♡ Get the marriage license. Be sure to bring all needed documents.
- ♡ Inform or send rehearsal invitations including exact time and location to those who will attend the rehearsal and rehearsal dinner.
- ♡ Inquire about where bride, groom and attendants will dress for the ceremony.
- ♡ Review all details. Walk through the entire event considering things like parking, access for handicapped guests, etc.
- ♡ Confirm all transportation plans.
- ♡ Check in with caterer, photographer, videographer, musicians, DJ, florist, etc. to confirm all arrangements.
- ♡ “Break in” wedding shoes at home.

One week before the wedding:

- ♡ Appoint someone to act as an “organizer” to handle any last minute problems.
- ♡ Give a final guest count to the caterer.
- ♡ Review final details for those in the wedding party.
- ♡ Confirm honeymoon arrangements.
- ♡ Pack for the honeymoon.
- ♡ Enjoy a day with family and friends. Visit a day spa, have a massage, a facial and relax.

One day before the wedding:

- ♡ Attend the rehearsal and rehearsal dinner and give gifts to attendants.
- ♡ Give the rings and clergy’s fee to the best man.
- ♡ Organize gown, accessories, etc. to go to ceremony.
- ♡ Get a manicure and pedicure.

On the wedding day:

- ♡ Mail wedding announcements.
- ♡ Get hair, makeup, etc. done.
- ♡ Enjoy the day!

Notes:

Budget Expense Record

	estimated	actual
Bridal Gown (include Alterations)	_____	_____
Headpiece	_____	_____
Accessories	_____	_____
Hair/Make-up	_____	_____
Groom's Tuxedo	_____	_____
Bride's Rings	_____	_____
Groom's Ring	_____	_____
Stationery (Total from Worksheet)	_____	_____
Photography	_____	_____
Videography	_____	_____
Ceremony Musicians	_____	_____
Reception Entertainment	_____	_____
Wedding Cake	_____	_____
Flowers (Total from Worksheet)	_____	_____
Aisle Runner	_____	_____
Candles	_____	_____
Favors	_____	_____
Add'l Ceremony Decorations	_____	_____
Add'l Reception Decorations	_____	_____
Ceremony Officiant	_____	_____
Rental Equipment	_____	_____
Wedding License	_____	_____
Food/Beverage Catering	_____	_____
Rehearsal Dinner	_____	_____
Reception Hall Rental	_____	_____
Transportation	_____	_____
Bride's Attendants Gifts	_____	_____
Groom's Attendants Gifts	_____	_____
Bride's Gift	_____	_____
Groom's Gift	_____	_____
Honeymoon	_____	_____
TOTALS	_____	_____

The Bride's Trousseau

Bridal Gown

Store: _____

Telephone: _____

Address: _____

Consultant: _____

Gown Description (Color, Fabric, Lace, Style, etc.): _____

Price: _____

Date Ordered: _____ Date Promised: _____

Fitting Appointments:

(Be sure to bring proper undergarments and shoes to fittings)

Bridal Accessories

Headpiece & Veil: _____ Price: _____

Bra / Bustier: _____ Price: _____

Teddy / Body Stocking: _____ Price: _____

Stockings / Pantyhose: _____ Price: _____

Garter: _____ Price: _____

Petticoat / Slip: _____ Price: _____

Shoes: _____ Price: _____

Jewelry: _____ Price: _____

Wrap / Cape: _____ Price: _____

Other: _____ Price: _____

Something Old: _____

Something New: _____

Something Borrowed: _____

Something Blue: _____

The Attendants

The Maids

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Dress Store: _____

Telephone: _____

Address: _____

Consultant: _____

Gown Description (Color, Fabric, Lace, Style, etc.): _____

Price: _____ Date Ordered: _____ Date Promised: _____

(Remind attendants they will need to make an appointment for fittings. Advise them to bring proper undergarments and shoes to all fittings.)

Attendants Accessories

Shoes: _____

Price: _____

Jewelry: _____

Price: _____

Undergarments: _____

Price: _____

Handbags: _____

Price: _____

Wrap: _____

Price: _____

Other: _____

Price: _____

The Groomsmen/Ushers

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Tuxedo Store: _____

Telephone: _____

Address: _____

Consultant: _____

Outfit Description (Color, Fabric, Lace, Style, etc.): _____

Price: _____ Date Ordered: _____ Date Promised: _____

(Remind attendants they will need to make an appointment for fittings. Advise them to bring proper undergarments and shoes to all fittings.)

Measurements

Name	<u>Coat</u> Size	<u>Shirt</u> Neck- Sleeve	<u>Pants</u> Waist-Length	<u>Shoe</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Pre-Wedding Details

Engagement & Wedding Rings

Jeweler: _____ Phone: _____

Address: _____

Salesperson: _____

Description of Ring(s): _____

Price: _____

Invitations & Stationery

Stationery Vendor: _____ Phone: _____

Address: _____

Salesperson: _____

Date Ordered: _____ Date Promised: _____

Manufacturer: _____ Style #: _____

Quantities and Prices

(Be sure to order extra and order everything at once. Most vendors will give a discount if you order all of your stationery items at the same time)

	Quantity	Price
Save-the-date Cards	_____	_____
Wedding Invitations	_____	_____
Response Cards	_____	_____
Thank You Cards	_____	_____
Napkins/Matchbooks	_____	_____
Announcements	_____	_____
Programs	_____	_____
Other	_____	_____
Total Cost:	_____	_____

Gift Registry

The gift registry is the perfect opportunity for the bride and groom to set-up their household. It is wise for the couple to do this "wish-list" shopping trip together to be sure they choose items and styles both desire. Of course, they should keep in mind they probably won't receive everything they want, but it is a good way to get started.

Traditionally when people think of registries, they think of items like fine china, flatware and crystal. While some couples may shy away from the idea, many couples are discovering the incredible array of choices available, everything from fancy to contemporary or everyday casual. Today long-standing manufacturers have included lines that are dishwasher and microwave safe making china an ideal choice for everyday use. The registry is also the perfect time to begin the couples china, flatware or crystal collection, since these items, though desired, are often not purchased by the newlyweds themselves.

Other items to consider registering for include general housewares, linens and even electronics or sporting goods, depending on the couples interests and activities.

The following worksheets can be used to provide ideas of items to register for and to organize plans for the gift list. Once completed, a call to set an appointment with the store's registry department is recommended. Then take these forms to the stores of choice and enjoy "shopping!"

Stores Where Gifts are Registered

Store: _____
Address: _____
Registrar: _____
Telephone: _____
Website: _____

Store: _____
Address: _____
Registrar: _____
Telephone: _____
Website: _____

Store: _____
Address: _____
Registrar: _____
Telephone: _____
Website: _____

Dining / Sewing - Gift Registry

Formal Color Scheme: _____

Formal Dinnerware Manufacturer/Pattern: _____

Formal Glassware Manufacturer/Pattern: _____

Formal Flatware Manufacturer/Pattern: _____

Casual Color Scheme: _____

Casual Dinnerware Manufacturer/Pattern: _____

Casual Glassware Manufacturer/Pattern: _____

Casual Flatware Manufacturer/Pattern: _____

Table Size: _____ ♡ Tablecloths ♡ Placemats ♡ Cloth Napkins

- | | | | |
|------------------------|-------------------|------------------------|-----------------|
| ♡ Ice Bucket & Pitcher | ♡ Wine Rack | ♡ Decanter | |
| ♡ Punch Bowl Set | ♡ Coasters | ♡ Corkscrew/Opener | ♡ Quiche Dish |
| ♡ Serving Bowl | ♡ Serving Platter | ♡ Covered Casserole | ♡ Soufflé Dish |
| ♡ Chafing Dish | ♡ Soup Tureen | ♡ Gravy/Sauce Boat | ♡ Bread Tray |
| ♡ Serving Tray | ♡ Tea Service | ♡ Coffee Service | ♡ Cream/Sugar |
| ♡ Cake Plate | ♡ Torte Plate | ♡ Dessert Dishes (set) | ♡ Compote |
| ♡ Salt/Pepper | ♡ Trivet | ♡ Cheese Board | ♡ Candle Sticks |
| ♡ Candle Snuffer | ♡ Napkin Rings | ♡ Salad Bowl | ♡ Nut Dish |
| ♡ Other: _____ | | ♡ Other: _____ | |

In the Kitchen

Color Scheme: _____ Table Size: _____

- | | | | |
|------------------|----------------|--------------------|------------------|
| ♡ Toaster | ♡ Toaster Oven | ♡ Coffee Maker | ♡ Coffee Grinder |
| ♡ Food Processor | ♡ Blender | ♡ Stand Mixer | ♡ Hand Mixer |
| ♡ Deep Fryer | ♡ Slow Cooker | ♡ Electric Skillet | ♡ Steamer |
| ♡ Wok/Utensils | ♡ Can Opener | ♡ Juicer | ♡ Microwave Oven |
| ♡ Skillet | ♡ Saucepan | ♡ Ice Cream Maker | ♡ Stock Pot |
| ♡ Tea Kettle | ♡ Dutch Oven | ♡ Roasting Pan | ♡ Bakeware |
| ♡ Bread Machine | ♡ Baking Dish | ♡ Mixing Bowls | ♡ Measuring Set |
| ♡ Cutlery Set | ♡ Utensil Set | ♡ Cookbook | ♡ Wire Racks |
| ♡ Oven Mitts | ♡ Dish Towels | ♡ Placemats | ♡ Tablecloths |
| ♡ Other: _____ | | ♡ Other: _____ | |

For the Bedroom

Color Scheme: _____ Bed Size: _____

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Flat/Fitted Sheet | <input type="checkbox"/> Electric Blanket | <input type="checkbox"/> Pillow Case/Sham | <input type="checkbox"/> Blanket |
| <input type="checkbox"/> Throw Blanket | <input type="checkbox"/> Comforter/Duvet | <input type="checkbox"/> Bedspread | <input type="checkbox"/> Mattress Pad |
| <input type="checkbox"/> Pillows | <input type="checkbox"/> Breakfast Tray | <input type="checkbox"/> Other: _____ | |

For the Bathroom

Color Scheme: _____

- | | | | |
|---|---------------------------------------|---|---|
| <input type="checkbox"/> Bath Towel | <input type="checkbox"/> Hand Towel | <input type="checkbox"/> Face Cloth | <input type="checkbox"/> Bath Accessories |
| <input type="checkbox"/> Shower Curtain | <input type="checkbox"/> Bath Scale | <input type="checkbox"/> Bath Mats/Rugs | <input type="checkbox"/> Hair Dryer |
| <input type="checkbox"/> Showerhead Massage | <input type="checkbox"/> Other: _____ | | |

Around The House

Color Scheme: _____

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Television | <input type="checkbox"/> VCR / DVD | <input type="checkbox"/> Stereo Equip. | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Clock | <input type="checkbox"/> Camera Equipment | <input type="checkbox"/> Video Camera | <input type="checkbox"/> Home Computer |
| <input type="checkbox"/> Iron/Ironing Board | <input type="checkbox"/> Vacuum / Sweeper | <input type="checkbox"/> Extinguisher | <input type="checkbox"/> Tool Box |
| <input type="checkbox"/> Sewing Machine | <input type="checkbox"/> Luggage | <input type="checkbox"/> Lamps | <input type="checkbox"/> Frames |
| <input type="checkbox"/> Vases | <input type="checkbox"/> Planters | <input type="checkbox"/> Other: _____ | |

Other items not listed:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Bridal Showers

Shower No. 1

Host/Hostess: _____

Telephone: _____

Location/Address: _____

Date: _____

Time: _____

Type of Shower: _____

Gift

Giver

Thank You



Bridal Showers

Showers No. 2

Host/Hostess: _____

Telephone: _____

Location/Address: _____

Date: _____

Time: _____

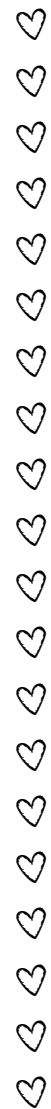
Type of Shower: _____

Gift

Giver

Thank You

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



The Rehearsal

At the Ceremony Site

Rehearsal Date: _____ Time: _____

The Rehearsal Dinner

Site: _____

Address: _____

Phone: _____ Contact: _____

Date: _____ Time: _____

Menu: _____

Price: _____

Rehearsal & Rehearsal Dinner Guest List

Sent	Guest Name	Sent	Guest Name
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____
♥	_____	♥	_____

Wedding Day Details

Beauty

Salon: _____

Telephone: _____

Address: _____

Stylist: _____

Appointments: 1) _____

2) _____

3) _____

4) _____

The Cake

Bakery: _ _____

Telephone: _ _____

Address: _____

Salesperson: _____

Date Ordered: _____ Date/Time Promised: _____

Price: _____

Delivery Information: _ _____

Transportation

Company Name: _____

Telephone: _____

Salesperson: _____

Type/Description (Carriage, Limo, etc.):

Pickup Date: _____ Time: _____

Length of Rental Time: _____

Capacity: _____

Cost: _____

Additional Time Charge: _____

Transportation Tips

Make sure the company you use is reputable, reliable and properly licensed and insured.

Do they have more than one vehicle in case of a breakdown?

Most transportation companies charge by the hour. You may need to provide an itinerary or at least have one in mind.

Think carefully about your scheduling time, you don't want to pay for a vehicle to sit idle while your pictures are being taken.

Don't forget to tip your driver.

Music

Ceremony Musicians: 1) _____

Telephone: _____ Price: _____

Ceremony Musicians: 2) _____

Telephone: _____ Price: _____

Musical Selections:

Processional: _____

Ceremony: _____

Recessional: _____

Reception Entertainers: 1) _____

Telephone: _____ Price: _____

Reception Entertainers: 2) _____

Telephone: _____ Price: _____

Musical Selections:

Bride & Groom's First Dance: _____

Wedding Party Dance: _____

Couple / Parent's Dance: _____

Other Requests: _____

Photography

Studio Name: _____

Telephone: _____

Address: _____

Photographer's Name: _____

Price: _____

After marking your selections from the list below, make a copy of this checklist and take it to the photographer to discuss the photography plans. Be sure to specify which shots are posed, candid, in color or black & white.

Before the ceremony:

- | | |
|--|---|
| <input type="checkbox"/> Bride alone (in wedding gown) | <input type="checkbox"/> Groom alone (in tuxedo) |
| <input type="checkbox"/> Bride with her mother | <input type="checkbox"/> Groom with his mother |
| <input type="checkbox"/> Bride with her father | <input type="checkbox"/> Groom with his father |
| <input type="checkbox"/> Bride with both parents | <input type="checkbox"/> Groom with both parents |
| <input type="checkbox"/> Bride with maid/matron of honor | <input type="checkbox"/> Groom with best man |
| <input type="checkbox"/> Bride with bridesmaids | <input type="checkbox"/> Groom with groomsmen |
| <input type="checkbox"/> Bride fixing make-up/hair | <input type="checkbox"/> Groomsmen getting boutonnieres |
| <input type="checkbox"/> Attendants receiving flowers | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Parents receiving flowers | <input type="checkbox"/> Other _____ |

At the ceremony:

- | | |
|---|---|
| <input type="checkbox"/> Guests outside of church | <input type="checkbox"/> Bride and groom saying vows |
| <input type="checkbox"/> Ushers escorting guests to seats | <input type="checkbox"/> Ring ceremony |
| <input type="checkbox"/> Bride's mother being seated | <input type="checkbox"/> Flower girl and ringbearer |
| <input type="checkbox"/> Groom's family being seated | <input type="checkbox"/> The kiss |
| <input type="checkbox"/> Bride and father entering church | <input type="checkbox"/> Bride and groom coming up aisle |
| <input type="checkbox"/> Groom and groomsmen at altar | <input type="checkbox"/> Bride and groom leaving church |
| <input type="checkbox"/> Attendants coming down aisle | <input type="checkbox"/> Bride and groom getting into car |
| <input type="checkbox"/> Bride and father coming down aisle | <input type="checkbox"/> Bride and groom in decorated car |
| <input type="checkbox"/> Giving-away ceremony | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Altar during ceremony | <input type="checkbox"/> Other _____ |

Before the reception:

- | | |
|--|--|
| <input type="checkbox"/> Bride and groom with wedding party | <input type="checkbox"/> Bride and groom's hands |
| <input type="checkbox"/> Bride and groom with all parents | <input type="checkbox"/> Bridesmaids looking at bride's ring |
| <input type="checkbox"/> Bride and groom with bride's family | <input type="checkbox"/> Bride and groom |
| <input type="checkbox"/> Bride and groom with groom's family | <input type="checkbox"/> Bride with her parents |
| <input type="checkbox"/> Bride and groom looking at each other | <input type="checkbox"/> Bride and groom with honor attendants |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Bride with bridesmaids |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Groom with groomsmen |

At the Reception

Photography

- ♥ Bride and groom arriving
- ♥ Bride and groom going into reception
- ♥ Receiving line
- ♥ Bride and groom in receiving line
- ♥ Parents in receiving line
- ♥ Buffet table
- ♥ Cake
- ♥ Bride and groom seated at table
- ♥ Bride dancing with her father
- ♥ Groom dancing with his mother
- ♥ Bride and groom talking with guests
- ♥ Bride and groom cutting the cake
- ♥ Bride and groom feeding cake
- ♥ Bride and groom toasting
- ♥ Bride throwing bouquet
- ♥ Groom removing bride's garter
- ♥ Groom throwing garter
- ♥ Bride and groom dancing
- ♥ Decorations
- ♥ Other _____
- ♥ Other _____
- ♥ Other _____

Notes for the Photographer (Capture these moments / special people etc.):

Videography

Studio Name: _____

Telephone: _____

Address: _____

Videographer's Name: _____

Price: _____

♥ Rehearsal

♥ Pre-Ceremony

♥ Ceremony

♥ Reception

Videotape these Moments (ie., Bride & Groom's Dance, Cake Cutting, etc.):

Reception Restroom Basket

Pamper the guests with simple comforts by placing a decorative basket filled with items listed below in the restrooms at the reception. This thoughtful basket will not only add a decorative touch but also may come in very handy for guests suffering from a variety of little troubles that may keep them from enjoying the celebration.

Ladies Room

Tissues - Bobby Pins
Emergency Mini Sewing Kit
(needle, thread, scissors)
Aspirin - Roloids - Breath Mints- Band-Aids
Sanitary Napkins/Tampons
Hand Lotion - Hair Spray - Body Spray
Clear Nail Polish

Men's Room

Tissues
Emergency Mini Sewing Kit
(needle, thread, scissors)
Aspirin
Roloids
Breath Mints
Band-Aids

20

The Decor

Flowers

Florist: _____

Telephone: _____

Address: _____

Salesperson: _____ Date: _____

Delivery Date / Time / Place: _____

Description (Bouquet Style, Colors, Flower Types): _____

	<u>quantity</u>	<u>unit cost</u>	<u>total price</u>
Bridal Bouquet	_____	_____	_____
Floral Headpiece	_____	_____	_____
Honor Attendant Bouquet	_____	_____	_____
Bridesmaid Bouquet	_____	_____	_____
Flower Girl Bouquet	_____	_____	_____
Floral Headpieces	_____	_____	_____
Boutonnieres	_____	_____	_____
Corsages	_____	_____	_____
Altar Pieces	_____	_____	_____
Aisle & Pew Decorations	_____	_____	_____
Foliage	_____	_____	_____
Rentals	_____	_____	_____
Cake Top	_____	_____	_____
Cake Table	_____	_____	_____
Reception Centerpiece(s)	_____	_____	_____
Rehearsal Dinner Centerpiece(s)	_____	_____	_____
Other	_____	_____	_____
Total Cost	_____	_____	_____

Balloons/Decorations

Decorator: _____

Salesperson: _____ Telephone: _____

Address: _____

Delivery Date / Time / Place: _____

Description (Colors, Style, Shape): _____

Price: _____

Rentals

Store: 1) _____ Telephone: _____

Address: _____ Salesperson: _____

Items to Reserve for Ceremony / Reception: _____

Pickup/Delivery Date: _____ Time: _____

Return Date: _____ Time: _____

Deposit: _____ Cost: _____

Store: 2) _____ Telephone: _____

Address: _____ Salesperson: _____

Items to Reserve for Ceremony / Reception: _____

Pickup/Delivery Date: _____ Time: _____

Return Date: _____ Time: _____

Deposit: _____ Cost: _____

The Wedding Day

Ceremony Site

Site: _____

Address: _____

Phone: _____ Contact: _____

Officiant: _____

Date: _____

Ceremony Time: _____

Arrival Time: _____

Premarital Counseling Dates & Times:

1) _____

2) _____

3) _____

4) _____

Items to remember to bring to the ceremony site:

All clothing (if getting dressed on site) - gown, hosiery, shoes, veil etc.

All jewelry (bridal accessories, bridesmaids accessories, wedding rings)

Unity candle (and lighter if necessary)

Guest book and pen

Programs or bulletins

Flowers (if not delivered by florist) including corsages, boutonnieres, decorations, bouquets, etc.

Ceremony decorations

Send-off items (birdseed favors, bubbles, doves, butterflies or balloons)

Other: _____

Your Personal Wedding Vows:

Lined writing area for wedding vows.

The Reception

Site: _____

Address: _____

Phone: _____ Contact: _____

Date: _____ Time: _____

Price: _____

Caterer: _____

Menu: _____

Beverages: _____

Caterer will also provide: _____

Price: _____

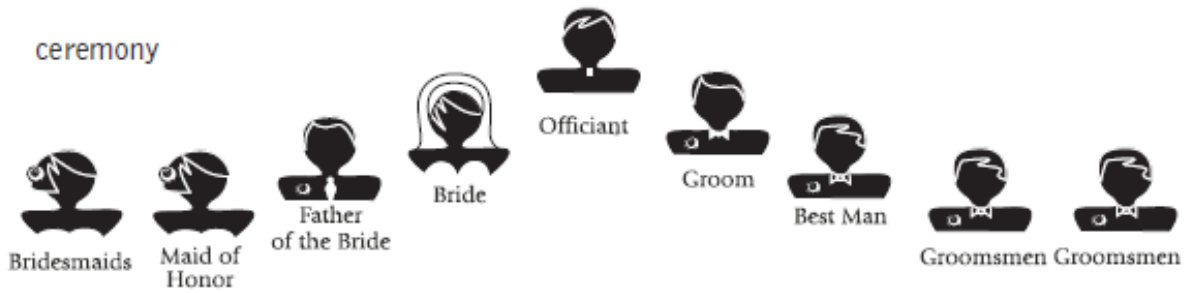
Special Notes: _____

Catering Tips

- Sample the food that will be served at your event.
- What's included? Utensils, plates, napkins, serving pieces, delivery and service etc.
 - Who will serve the food? Who will clean up?
- Be sure there is enough serving space, electrical outlets and tables available at your location.
- Do you need to rent serving pieces or provide them? What items will need to be returned?
 - If you pick up the food, is there refrigerator storage available at your location?
 - Will the food be available for the entire reception?
 - What will be done with any remaining food?
- Ask someone to oversee the caterers and bring storage containers for any extra food you may want to keep.

Traditional Line Ups

ceremony



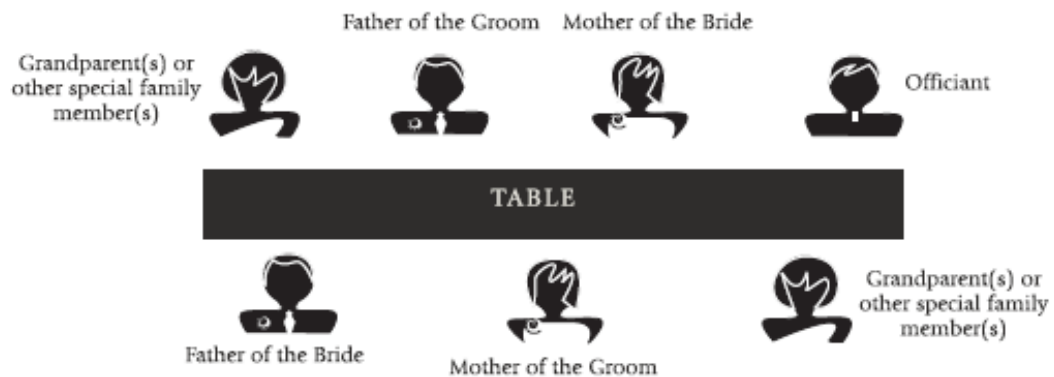
receiving line



head table (reception)



parents table (reception)



The Honeymoon

Travel Agency: _____

Address: _____

Phone: _____ Contact: _____

Destination: _____

Departure Date: _____

Return Date: _____

Travel Notes: _____

Packing List:

♡ HER Casual Outfit (s) (shirts, pants, shorts, shoes) _____

♡ HIS Casual Outfit (s) (shirts, pants, shorts, shoes) _____

♡ HER Formal Outfit (s) (dress, shoes) _____

♡ HIS Formal Outfit (s) (shirts, pants, shoes) _____

♡ HER Underwear ♡ Hosiery / Socks ♡ Bras ♡ HIS Underwear

♡ Sleepwear ♡ Swimwear ♡ Coat / Jacket ♡ Hats

♡ Make-up / Skin Care ♡ Toothpaste ♡ Tooth Brushes ♡ Deodorants

♡ Hair Brushes / Combs / Barettes, etc. ♡ Shave Cream / Razors / Aftershave

♡ Shampoo / Conditioners / Other Hair Care ♡ Lotions / Sunscreen / Bug Repellant

♡ _____
♡ _____
♡ _____
♡ _____
♡ _____
♡ _____
♡ _____
♡ _____
♡ _____
♡ _____
♡ _____
♡ _____