

Wedding PLANNER

Belongs to

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Plan

Vision

Priorities

What are your top 3 priorities for your wedding (add any other categories that are important)?

- Venue
- Food
- Beverages
- Cake or other Dessert
- Photography
- Videography
- Entertainment (e.g. DJ)
- Dress and Tuxedo
- Rings
- Invitations
- Honeymoon
- Wedding Planner
- Decorations (e.g. flowers, candles)
- Favors

1) _____

2) _____

3) _____

What are the 3 most unimportant categories for your wedding?

1) _____

2) _____

3) _____

Location

Where do you want the wedding to be held?

- Locally
- Destination
- Bride's Hometown
- Groom's Hometown
- _____

Guests

How many guests do you want to invite?

- <50
- 50-100
- 100-200
- 200-300
- 300+
- _____

Date

Do you have a specific date, month, or season in mind?

Style

What do you want your wedding style to be?

- | | | |
|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Romantic | <input type="checkbox"/> Southern | <input type="checkbox"/> Casual |
| <input type="checkbox"/> Unique | <input type="checkbox"/> Traditional | <input type="checkbox"/> Vineyard |
| <input type="checkbox"/> Vintage | <input type="checkbox"/> Art Deco | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Whimsical | <input type="checkbox"/> Nautical | <input type="checkbox"/> Elegant |
| <input type="checkbox"/> Modern | <input type="checkbox"/> Eco-Friendly | <input type="checkbox"/> Adventurous |
| <input type="checkbox"/> Rustic | <input type="checkbox"/> Celestial | <input type="checkbox"/> Simple |
| <input type="checkbox"/> Garden Party | <input type="checkbox"/> Tropical | <input type="checkbox"/> DIY |
| <input type="checkbox"/> Bohemian | <input type="checkbox"/> Glamorous | <input type="checkbox"/> _____ |

Colors

What do you want your wedding colors to be?

- | | | |
|---|--|---|
| <input type="checkbox"/> Neutral (e.g. beige) | <input type="checkbox"/> Navy and Violet | <input type="checkbox"/> Orange and Fuchsia |
| <input type="checkbox"/> Black and White | <input type="checkbox"/> Green and Ivory | <input type="checkbox"/> Soft Rainbow |
| <input type="checkbox"/> Pink and Blue | <input type="checkbox"/> Teal, Pink and Gold | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Emerald and Ruby | <input type="checkbox"/> Red and White | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Yellow and Pink | <input type="checkbox"/> Blush and Green | <input type="checkbox"/> _____ |

Experiences

What did you like about previous weddings you've attended?

- 1) _____
- 2) _____
- 3) _____

What did you not like about previous weddings you've attended?

- 1) _____
- 2) _____
- 3) _____

To Do List

12+ Months

- | | |
|--|--------------------------|
| <input type="checkbox"/> Select wedding date | <input type="checkbox"/> |
| <input type="checkbox"/> Set the budget and who will be paying | <input type="checkbox"/> |
| <input type="checkbox"/> Reserve ceremony venue | <input type="checkbox"/> |
| <input type="checkbox"/> Reserve reception venue | <input type="checkbox"/> |
| <input type="checkbox"/> Create the guest list | <input type="checkbox"/> |
| <input type="checkbox"/> Get wedding ideas from Pinterest | <input type="checkbox"/> |
| <input type="checkbox"/> Getting engagement ring insurance | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

10-12 Months

- | | |
|--|---|
| <input type="checkbox"/> Pick theme and colors for wedding | <input type="checkbox"/> Book officiant |
| <input type="checkbox"/> Send save the dates | <input type="checkbox"/> |
| <input type="checkbox"/> Hire wedding planner | <input type="checkbox"/> |
| <input type="checkbox"/> Select rehearsal dinner venue | <input type="checkbox"/> |
| <input type="checkbox"/> Select after-brunch venue | <input type="checkbox"/> |
| <input type="checkbox"/> Select your wedding party | <input type="checkbox"/> |
| <input type="checkbox"/> Buy wedding dress | <input type="checkbox"/> |
| <input type="checkbox"/> Get fit for dress | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

8-10 Months

- | | |
|--|---|
| <input type="checkbox"/> Book caterer | <input type="checkbox"/> Get room blocks for out of towners |
| <input type="checkbox"/> Book the entertainment, DJ, or band | <input type="checkbox"/> Plan outfits for Bridesmaids |
| <input type="checkbox"/> Book florist | <input type="checkbox"/> Plan outfits for Groomsmen |
| <input type="checkbox"/> Hire photographer/videographer | <input type="checkbox"/> Plan outfits for other members |
| <input type="checkbox"/> Book beauty and hair | <input type="checkbox"/> |
| <input type="checkbox"/> Book transportation | <input type="checkbox"/> |
| <input type="checkbox"/> Order the cake | <input type="checkbox"/> |
| <input type="checkbox"/> Order wedding rings | <input type="checkbox"/> |
| <input type="checkbox"/> Book honeymoon | <input type="checkbox"/> |
| <input type="checkbox"/> Get engagement photos | <input type="checkbox"/> |

6-8 Months

- | | |
|---|--------------------------|
| <input type="checkbox"/> Create a wedding website | <input type="checkbox"/> |
| <input type="checkbox"/> Create a wedding registry | <input type="checkbox"/> |
| <input type="checkbox"/> Buy and send invitations | <input type="checkbox"/> |
| <input type="checkbox"/> Plan the Bachelor/Bachelorette Party | <input type="checkbox"/> |
| <input type="checkbox"/> Order rentals for reception | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

4-6 Months

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Buy veil, shoes, and accessories | <input type="checkbox"/> Order favors |
| <input type="checkbox"/> Meet with officiant to go over details | <input type="checkbox"/> |
| <input type="checkbox"/> Decide the menu | <input type="checkbox"/> |
| <input type="checkbox"/> Book wedding night accommodations | <input type="checkbox"/> |
| <input type="checkbox"/> Do the trial run on hair and makeup | <input type="checkbox"/> |
| <input type="checkbox"/> Make a list of activities to include | <input type="checkbox"/> |
| <input type="checkbox"/> Buy groom's suit/tuxedo & accessories | <input type="checkbox"/> |
| <input type="checkbox"/> Groom to get fitted for suit/tuxedo | <input type="checkbox"/> |
| <input type="checkbox"/> Consider ordering welcome bags | <input type="checkbox"/> |
| <input type="checkbox"/> Finalize music playlist | <input type="checkbox"/> |
| <input type="checkbox"/> Decide on MC | <input type="checkbox"/> |

2-4 Months

- | | |
|---|--------------------------|
| <input type="checkbox"/> Finalize guest list | <input type="checkbox"/> |
| <input type="checkbox"/> Create seating plan | <input type="checkbox"/> |
| <input type="checkbox"/> Plan with MC on reception script | <input type="checkbox"/> |
| <input type="checkbox"/> Arrange ceremony rehearsal | <input type="checkbox"/> |
| <input type="checkbox"/> Create rehearsal dinner timeline | <input type="checkbox"/> |
| <input type="checkbox"/> Create wedding day timeline | <input type="checkbox"/> |
| <input type="checkbox"/> Create day-after brunch timeline | <input type="checkbox"/> |
| <input type="checkbox"/> Make a plan for the kids | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

1-2 Months

- | | |
|--|--------------------------|
| <input type="checkbox"/> Purchase gifts for wedding party | <input type="checkbox"/> |
| <input type="checkbox"/> Buy final touches | <input type="checkbox"/> |
| <input type="checkbox"/> Confirm arrangements with vendors | <input type="checkbox"/> |
| <input type="checkbox"/> Confirm parking | <input type="checkbox"/> |
| <input type="checkbox"/> Have final dress fitting | <input type="checkbox"/> |
| <input type="checkbox"/> Write wedding vows and speeches | <input type="checkbox"/> |
| <input type="checkbox"/> Attend the Bachelor/Bachelorette | <input type="checkbox"/> |
| <input type="checkbox"/> Pick up marriage license | <input type="checkbox"/> |
| <input type="checkbox"/> Finalize centerpieces and décor | <input type="checkbox"/> |
| <input type="checkbox"/> Must-take photos for photographer | <input type="checkbox"/> |
| <input type="checkbox"/> Order stationery | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

2 Weeks-1 Month

- | | |
|--|--------------------------|
| <input type="checkbox"/> Inform caterer of the final guest count | <input type="checkbox"/> |
| <input type="checkbox"/> Break in wedding shoes | <input type="checkbox"/> |
| <input type="checkbox"/> Run through wedding party duties | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

1 Day Before-2 Weeks

- | | |
|--|--------------------------|
| <input type="checkbox"/> Prepare final payments | <input type="checkbox"/> |
| <input type="checkbox"/> Pack for honeymoon | <input type="checkbox"/> |
| <input type="checkbox"/> Pack for day of wedding and overnight | <input type="checkbox"/> |
| <input type="checkbox"/> Deliver welcome bags to hotels | <input type="checkbox"/> |
| <input type="checkbox"/> Get beauty treatments | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

1 Day Before

- | | |
|--|--------------------------|
| <input type="checkbox"/> Attend wedding rehearsal | <input type="checkbox"/> |
| <input type="checkbox"/> Attend wedding rehearsal dinner | <input type="checkbox"/> |
| <input type="checkbox"/> Stay hydrated | <input type="checkbox"/> |
| <input type="checkbox"/> Sleep early | <input type="checkbox"/> |
| <input type="checkbox"/> Lay out wedding clothes & accessories | <input type="checkbox"/> |
| <input type="checkbox"/> Deliver welcome gifts | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Wedding Day

- | | |
|--|--------------------------|
| <input type="checkbox"/> Eat a big breakfast | <input type="checkbox"/> |
| <input type="checkbox"/> Give the Best Man the wedding rings | <input type="checkbox"/> |
| <input type="checkbox"/> Enjoy your day! | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Post Wedding

- | | |
|---|--------------------------|
| <input type="checkbox"/> Record gifts | <input type="checkbox"/> |
| <input type="checkbox"/> Get thank you cards and send them | <input type="checkbox"/> |
| <input type="checkbox"/> Return rentals | <input type="checkbox"/> |
| <input type="checkbox"/> Freeze the top layer of the cake | <input type="checkbox"/> |
| <input type="checkbox"/> Preserve wedding mementos | <input type="checkbox"/> |
| <input type="checkbox"/> Sell wedding items you can part with | <input type="checkbox"/> |
| <input type="checkbox"/> Put together a wedding album | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Wedding Day Checklist

CLOTHING

- | | |
|---|--|
| <input type="checkbox"/> Getting Ready Outfit | <input type="checkbox"/> Undergarments |
| <input type="checkbox"/> Wedding Dress | <input type="checkbox"/> Reception Dress |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Reception Shoes |
| <input type="checkbox"/> Veil | <input type="checkbox"/> |
| <input type="checkbox"/> Shoes | <input type="checkbox"/> |
| <input type="checkbox"/> Gown hanger | <input type="checkbox"/> |
| <input type="checkbox"/> Stockings | <input type="checkbox"/> |

TOILETRIES

- | | |
|--|---|
| <input type="checkbox"/> Toothbrush | <input type="checkbox"/> Nail file |
| <input type="checkbox"/> Toothpaste | <input type="checkbox"/> Nail clippers |
| <input type="checkbox"/> Dental floss | <input type="checkbox"/> Twizzers |
| <input type="checkbox"/> Deodorant | <input type="checkbox"/> Contact lenses |
| <input type="checkbox"/> Oil blotters | <input type="checkbox"/> Contact solution |
| <input type="checkbox"/> Makeup | <input type="checkbox"/> Lotion |
| <input type="checkbox"/> Makeup remover | <input type="checkbox"/> Q-tips |
| <input type="checkbox"/> Hair ties | <input type="checkbox"/> |
| <input type="checkbox"/> Bobby pins | <input type="checkbox"/> |
| <input type="checkbox"/> Extra earring backs | <input type="checkbox"/> |
| <input type="checkbox"/> Eye drops | <input type="checkbox"/> |
| <input type="checkbox"/> Feminine-hygiene products | <input type="checkbox"/> |

TRAVEL BAG

- | | |
|---|--|
| <input type="checkbox"/> Purse | <input type="checkbox"/> Phone charger |
| <input type="checkbox"/> Tissues | <input type="checkbox"/> Glasses |
| <input type="checkbox"/> Lip balm | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Hand sanitizer | <input type="checkbox"/> Snacks |
| <input type="checkbox"/> Water bottle | <input type="checkbox"/> |
| <input type="checkbox"/> Medications | <input type="checkbox"/> |
| <input type="checkbox"/> Gum | <input type="checkbox"/> |
| <input type="checkbox"/> House keys | <input type="checkbox"/> |
| <input type="checkbox"/> Wallet | <input type="checkbox"/> |
| <input type="checkbox"/> Phone | <input type="checkbox"/> |

Details

Wedding Date

Ceremony Time

Ceremony Location

Cocktails Time

Cocktails Location

Reception Time

Reception Location

Days to Wedding

Months to Wedding

RSVP Date

Days to RSVP

Months to RSVP

WEDDING

- | | |
|---|--|
| <input type="checkbox"/> Marriage license _____ | <input type="checkbox"/> Lighter for candles _____ |
| <input type="checkbox"/> Wedding vows _____ | <input type="checkbox"/> Photography list _____ |
| <input type="checkbox"/> Wedding gifts _____ | <input type="checkbox"/> Songs/Song list _____ |
| <input type="checkbox"/> Itinerary _____ | <input type="checkbox"/> Vendor payments _____ |
| <input type="checkbox"/> Rings _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ring pillow _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Guest book _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Pens _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Money box _____ | <input type="checkbox"/> _____ |

MISCELLANEOUS

- | | |
|--|--|
| <input type="checkbox"/> Pain relievers _____ | <input type="checkbox"/> Safety pins _____ |
| <input type="checkbox"/> Stain remover pen _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Band-aids _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Lint roller _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Double-sided tape _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sewing kit _____ | <input type="checkbox"/> _____ |

Budget

Expense Tracker

Goal
Actual
Difference
\$ Paid
\$ Remaining
Due Date
Person Paying

BRIDE'S APPAREL

Wedding Dress							
Alterations							
Veil							
Wedding Dress Shoes							
Reception Dress							
Reception Dress Shoes							
Rehearsal Dinner Dress							
Rehearsal Dress Shoes							
Jewelry							
Lingerie							
Garter							
TOTAL							

Goal Actual Difference \$ Paid \$ Remaining Due Date Person Paying

GROOM'S APPAREL

Groom's Suit							
Groom's Shoes							
Groom's Tie							
Cufflinks							
TOTAL							

OTHER PARTY APPAREL

Bridesmaid's Dresses							
Bridesmaid's Shoes							
Bridesmaid's Jewelry							
Groomsmen's Suits							
Groomsmen's Shoes							
Groomsmen's Ties							
Flower Girl's Dress							
Flower Girl's Shoes							
Ring Bearer's Suit							
Ring Bearer's Shoes							
TOTAL							

Goal Actual Difference \$ Paid \$ Remaining Due Date Person Paying

RINGS

Engagement Ring							
Bride's Wedding Band							
Groom's Wedding Band							
TOTAL							

BEAUTY

Bride's Hair							
Bride's Makeup							
Bride's Nails							
Bridesmaid's Hair							
Bridesmaid's Makeup							
Bridesmaid's Nails							
TOTAL							

	Goal	Actual	Difference	\$ Paid	\$ Remaining	Due Date	Person Paying
DECOR							
Bride's Bouquet							
Bridesmaid's Bouquets							
Flower Girl's Flowers							
Corsages							
Boutonnieres							
Centerpieces							
Lighting							
Altarpiece							
TOTAL							

Goal Actual Difference \$ Paid \$ Remaining Due Date Person Paying

STATIONERY

Invitations							
Seating Chart							
Table Signs							
Place Cards							
Menu Cards							
Games							
Guestbook							
Ceremony Programs							
Thank You Cards							
TOTAL							

Goal Actual Difference \$ Paid \$ Remaining Due Date Person Paying

FAVORS AND GIFTS

Favors							
Gift for Bride							
Gift for Groom							
Guest Welcome Gifts							
Gift for Kids							
TOTAL							

PHOTOGRAPHY/VIDEO

Photography							
Photo Booth							
Photo Props							
Wedding Video							
Photo Slideshow							
TOTAL							

Goal Actual Difference \$ Paid \$ Remaining Due Date Person Paying

REHEARSAL DINNER

Venue							
Food							
Drinks							
Invitations							
Decorations							
Parking							
Gratuities							
TOTAL							

Goal Actual Difference \$ Paid \$ Remaining Due Date Person Paying

CEREMONY

Venue							
Officiant							
Musician(s)							
Chairs							
Parking							
TOTAL							

Goal Actual Difference \$ Paid \$ Remaining Due Date Person Paying

RECEPTION

Venue							
Food							
Drinks							
Wedding Cake							
Cake Cutting							
Tables, Chairs, Linens							
Chair Covers							
Dishes, Utensils							
Glasses, Napkins							
Parking							
DJ/Band							
Band Bring In Fee							
Sound System							
Gratuities							
TOTAL							

Goal Actual Difference \$ Paid \$ Remaining Due Date Person Paying

DAY-AFTER BRUNCH

Venue							
Food							
Drinks							
Invitations							
Decorations							
Parking							
Gratuities							
TOTAL							

MISCELLANEOUS

Marriage License							
Limo							
Childcare							
High Chair Rentals							
TOTAL							

Goal Actual Difference \$ Paid \$ Remaining Due Date Person Paying

SUMMARY

Bride's Apparel							
Groom's Apparel							
Other Party Apparel							
Rings							
Beauty							
Décor							
Stationery							
Favors and Gifts							
Photography/Video							
Rehearsal Dinner							
Ceremony							
Reception							
Day-After Brunch							
Miscellaneous							
TOTAL							

Vendor Contacts

Vendor	Contact Person	Phone Number	Email	Notes

Quests

Guest List

Name: _____ Address: _____ _____ Phone Number: _____ Email Address: _____ Guest of <input type="checkbox"/> Bride <input type="checkbox"/> Groom <input type="checkbox"/> Both Notes: _____ _____	____ # of Adults ____ # of Children ____ # of Babies <input type="checkbox"/> Save the Date Sent <input type="checkbox"/> Invite Sent <input type="checkbox"/> RSVP Received <input type="checkbox"/> Attending Rehearsal Dinner <input type="checkbox"/> Attending Ceremony <input type="checkbox"/> Attending Reception <input type="checkbox"/> Attending Day-After Brunch	____ Table # Appetizer: _____ Main Course: _____ Dietary Request: _____ Booked Blocked Room? <input type="checkbox"/> Yes <input type="checkbox"/> No Hotel: _____ Gift: _____ <input type="checkbox"/> Thank You Note Sent
Name: _____ Address: _____ _____ Phone Number: _____ Email Address: _____ Guest of <input type="checkbox"/> Bride <input type="checkbox"/> Groom <input type="checkbox"/> Both Notes: _____ _____	____ # of Adults ____ # of Children ____ # of Babies <input type="checkbox"/> Save the Date Sent <input type="checkbox"/> Invite Sent <input type="checkbox"/> RSVP Received <input type="checkbox"/> Attending Rehearsal Dinner <input type="checkbox"/> Attending Ceremony <input type="checkbox"/> Attending Reception <input type="checkbox"/> Attending Day-After Brunch	____ Table # Appetizer: _____ Main Course: _____ Dietary Request: _____ Booked Blocked Room? <input type="checkbox"/> Yes <input type="checkbox"/> No Hotel: _____ Gift: _____ <input type="checkbox"/> Thank You Note Sent

Gift Tracker

Total Gifts: _____

Total Cash: _____

Total Non-Cash Gifts: _____

Gift Description	Given By	Thank You Card Sent

Table and Seating Charts

Table Chart

#1	#2	#3

#4	#5	#6

#7

#8

#9

#10

#11

#12

#13

#14

#15

#16

#17

#18

#19

#20

#21

#22

#23

#24

#25

#26

#27

#28

#29

#30

#31

#32

#33

#34

#35

#36

Seating Chart

6 Person Round Tables

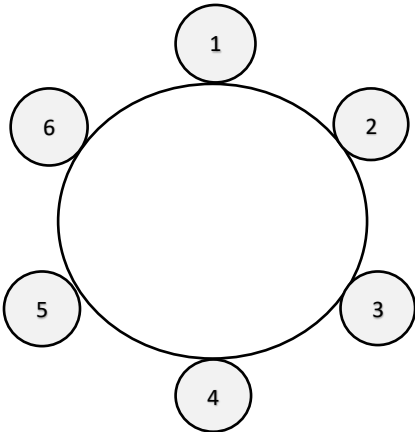


Table:

1)

2)

3)

4)

5)

6)

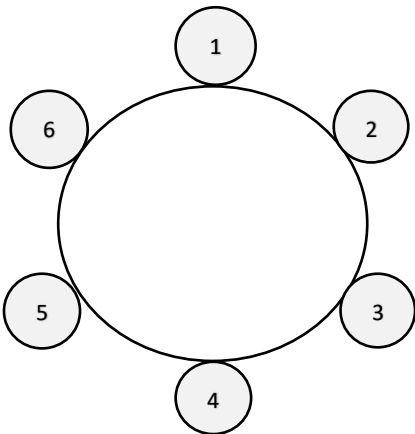


Table:

1)

2)

3)

4)

5)

6)

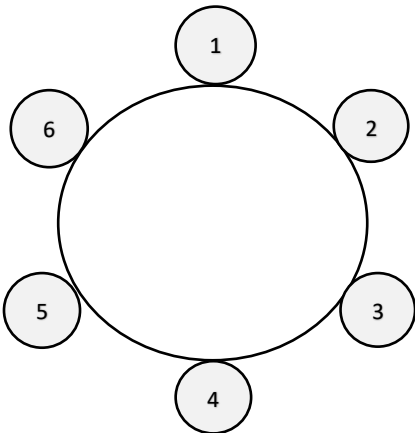


Table:

1)

2)

3)

4)

5)

6)

8 Person Round Tables

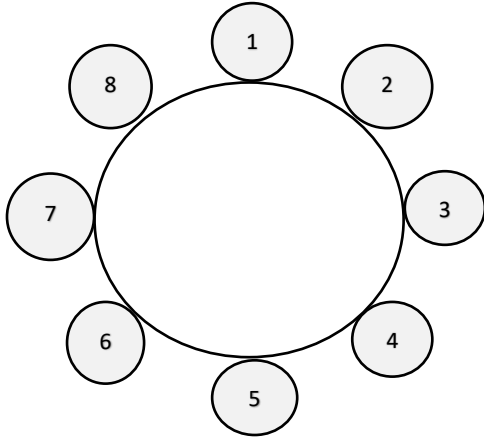


Table:

1)

2)

3)

4)

5)

6)

7)

8)

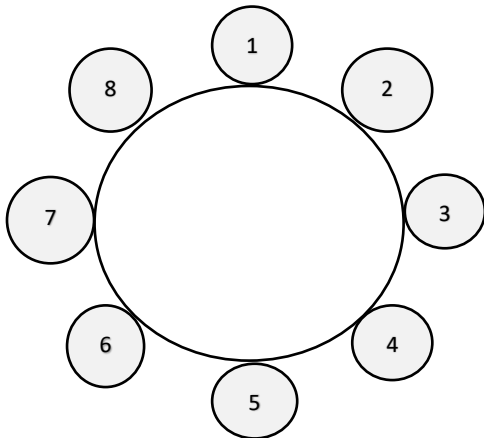


Table:

1)

2)

3)

4)

5)

6)

7)

8)

10 Person Round Tables

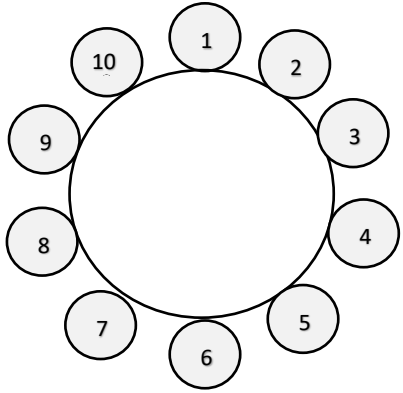


Table:

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

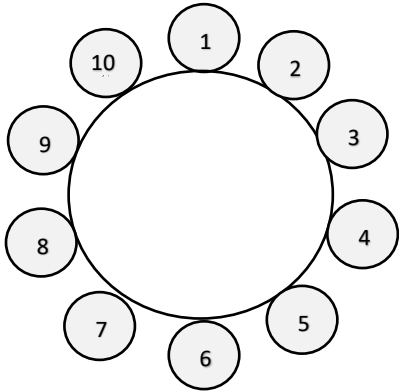


Table:

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

20 Person Rectangular Tables

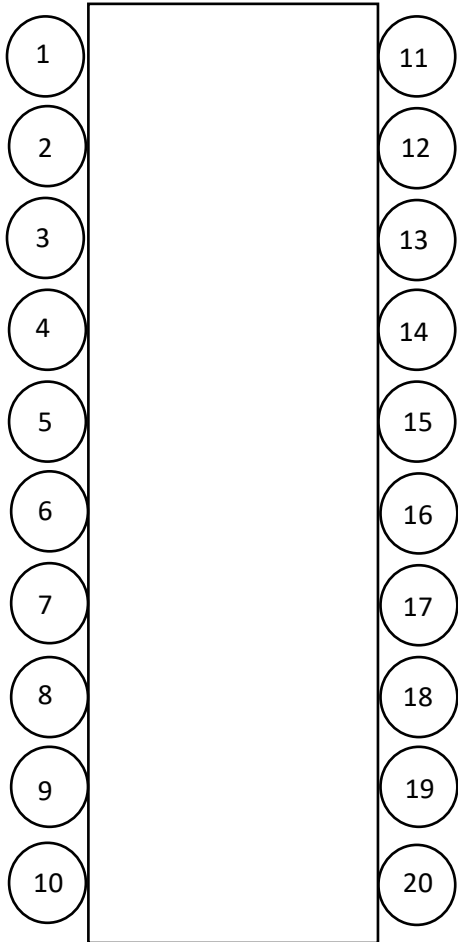


Table:

-
- 1)
 - 2)
 - 3)
 - 4)
 - 5)
 - 6)
 - 7)
 - 8)
 - 9)
 - 10)
 - 11)
 - 12)
 - 13)
 - 14)
 - 15)
 - 16)
 - 17)
 - 18)
 - 19)
 - 20)
-

16 Person Rectangular Tables

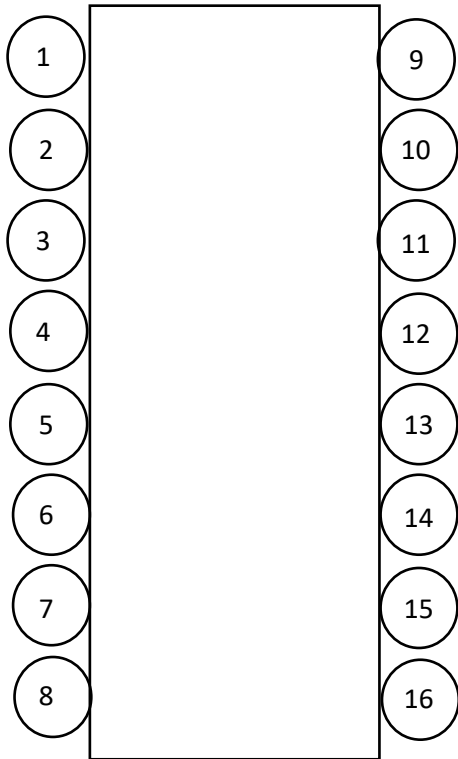
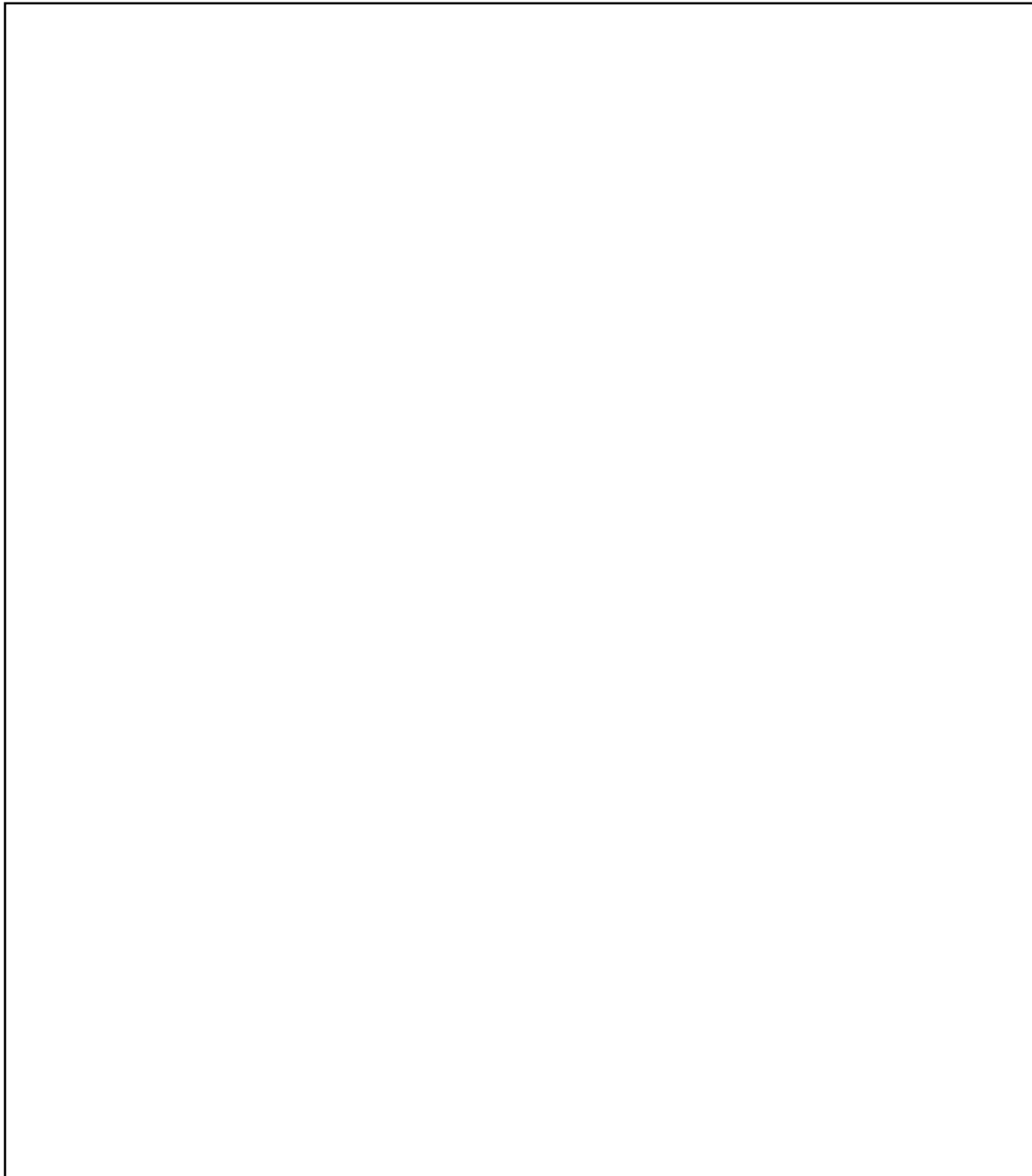


Table:

-
- 1)
-
- 2)
-
- 3)
-
- 4)
-
- 5)
-
- 6)
-
- 7)
-
- 8)
-
- 9)
-
- 10)
-
- 11)
-
- 12)
-
- 13)
-
- 14)
-
- 15)
-
- 16)
-

Floor Plan

Draw your floor plan below including the head table, guest tables, DJ table/band area, dance floor, bar(s), photo booth, check-in, activity stations, podium, cake, buffet, dessert station, favors, restrooms, coat room, drinks table, slide show area, cocktail area as applicable.

A large, empty rectangular box with a thin black border, intended for drawing a floor plan. The box is centered on the page and occupies most of the lower half of the document.

Timeline

Venue, Food & Drinks

Venue Comparison

Venue Names:

INFORMATION

Contact Name		
Email		
Phone Number		
Website		
Notes		

COST

Ceremony Location Cost		
Reception Location Cost		
Venue Food/Caterer Cost		
Venue Alcohol Cost		
Venue Lodging Cost		
Band Bring In Fee		
Sound System Fee		
Cake Cutting Fee		
Total Cost		
Over Budget?		

Venue Names:

LOCATION

Address		
Type e.g. Hotel, Restaurant		
Near Hotels?		
Near Parking?		
Near Public Transportation?		

TIMING

Availability		
Rehearsal Time Range		
Set Up Time Range		
Ceremony Time Range		
Cocktail Time Range		
Reception Time Range		
Clean Up Time Range		

LAYOUT

Capacity		
Space for Ceremony		
Space for Cocktails		
Space for Reception		
Indoor Option for Rain		
Outdoor Option with a View		

Venue Names:

INCLUSIONS

Ceremony		
Set Up?		
Background Music?		
Commissioner?		
Reception		
Tables, Chairs and Linens?		
Dishes, Utensils?		
Glassware, Napkins?		
Backdrop?		
Slide Show Capable?		
Floral Arrangement?		
Other		
Preparation Room?		
Signage Available?		
Signage Holder Available?		
Handicap Access?		
Sole Use of Venue?		
Day of Coordinator?		

RESTRICTIONS

Need To Use Their Vendors?		
Can't Bring Outside Food?		
Can't Bring Outside Alcohol?		
Require Hiring Coordinator?		

Analysis

Now that you've had a detailed look at each venue's offering, rank each venue by giving each factor (e.g. cost, location) a score of 1-5 (1 is not preferable and 5 is very preferable).

Add up each venue's total score.

The venue with the highest score is the best venue. The venue with the second highest score is the 2nd best venue. The venue with the third highest score is the 3rd best venue.

Venue Names:

Cost			
Location			
Timing			
Layout			
Inclusions			
Restrictions			
TOTAL			

BEST VENUE

Name: _____

Cost: _____

2ND BEST VENUE

Name: _____

Cost: _____

3RD BEST VENUE

Name: _____

Cost: _____

Menu

Appetizers:

Main Course:

Desserts:

Wedding Cake

BAKERY

Name	
Address	
Phone Number	
Email	
Website	
Contact Name	

DETAILS

Size	
Shape	
Design	
Flavor	
Filling	
Icing	
Cake Topper	

Is set up included? Yes No

Is delivery included? Yes No

Cost per person: _____

Is a cake stand included? Yes No

Total Cost: _____

Is a tasting included? Yes No

Notes:

Attire

Bride's Dress

To help narrow down your wedding dress options, pick your design preferences in advance.

STYLE

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Classic | <input type="checkbox"/> Romantic |
| <input type="checkbox"/> Vintage | <input type="checkbox"/> Glamorous |
| <input type="checkbox"/> Comfortable | <input type="checkbox"/> _____ |

SILHOUETTE

- | | |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> A-Line | <input type="checkbox"/> Ball gown |
| <input type="checkbox"/> Trumpet | <input type="checkbox"/> Sheath |
| <input type="checkbox"/> Mermaid | <input type="checkbox"/> Tea-length |
| <input type="checkbox"/> Empire | <input type="checkbox"/> _____ |

NECKLINE

- | | |
|---|--|
| <input type="checkbox"/> Sweetheart | <input type="checkbox"/> Halter strap |
| <input type="checkbox"/> Semi-sweetheart | <input type="checkbox"/> Illusion |
| <input type="checkbox"/> Straight | <input type="checkbox"/> Square |
| <input type="checkbox"/> Asymmetric | <input type="checkbox"/> Scoop |
| <input type="checkbox"/> Queen Anne | <input type="checkbox"/> Spaghetti strap |
| <input type="checkbox"/> Off the shoulder | <input type="checkbox"/> V-neck |
| <input type="checkbox"/> Jewel | <input type="checkbox"/> Grecian |
| <input type="checkbox"/> Boat neck | <input type="checkbox"/> High neck |
| <input type="checkbox"/> Halter | <input type="checkbox"/> _____ |

MATERIAL

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Organza | <input type="checkbox"/> Crepe |
| <input type="checkbox"/> Taffeta | <input type="checkbox"/> Damask |
| <input type="checkbox"/> Chiffon | <input type="checkbox"/> Brocade |
| <input type="checkbox"/> Lace | <input type="checkbox"/> Charmeuse |
| <input type="checkbox"/> Point D'esprit | <input type="checkbox"/> Faille |
| <input type="checkbox"/> Satin | <input type="checkbox"/> Shantung |
| <input type="checkbox"/> Tulle | <input type="checkbox"/> Dupioni |
| <input type="checkbox"/> Velvet | <input type="checkbox"/> _____ |

COLOR

- | | |
|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Lavender |
| <input type="checkbox"/> Natural White | <input type="checkbox"/> Pale Blue |
| <input type="checkbox"/> Ivory | <input type="checkbox"/> Mint Green |
| <input type="checkbox"/> Champagne | <input type="checkbox"/> Black |
| <input type="checkbox"/> Gold | <input type="checkbox"/> White with a different color trim |
| <input type="checkbox"/> Soft Pink | <input type="checkbox"/> _____ |

WHAT ELSE TO BRING FOR YOUR WEDDING DRESS SHOPPING APPOINTMENTS:

- Heels _____
- Strapless bra _____
- Nude undergarments _____
- Spanx if you're planning on using it _____
- 2-3 people whose opinions most matter _____
- Realistic wedding dress budget number _____
- Wedding theme details _____
- Dress photos for inspiration _____
- Photos of your ceremony and reception sites _____
- Family accessories you're planning on wearing on your wedding day _____
- Sleeves if you're planning on wearing them on your wedding day _____

APPOINTMENTS

Store	Address	Date	Time

Notes:

Bridesmaid's Dresses

To help narrow down your bridesmaid's dress options, pick your design preferences in advance.

STYLE

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Classic | <input type="checkbox"/> Romantic |
| <input type="checkbox"/> Vintage | <input type="checkbox"/> Glamorous |
| <input type="checkbox"/> Comfortable | <input type="checkbox"/> _____ |

SILHOUETTE

- | | |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> A-Line | <input type="checkbox"/> Ball gown |
| <input type="checkbox"/> Trumpet | <input type="checkbox"/> Sheath |
| <input type="checkbox"/> Mermaid | <input type="checkbox"/> Tea-length |
| <input type="checkbox"/> Empire | <input type="checkbox"/> _____ |

NECKLINE

- | | |
|---|--|
| <input type="checkbox"/> Sweetheart | <input type="checkbox"/> Halter strap |
| <input type="checkbox"/> Semi-sweetheart | <input type="checkbox"/> Illusion |
| <input type="checkbox"/> Straight | <input type="checkbox"/> Square |
| <input type="checkbox"/> Asymmetric | <input type="checkbox"/> Scoop |
| <input type="checkbox"/> Queen Anne | <input type="checkbox"/> Spaghetti strap |
| <input type="checkbox"/> Off the shoulder | <input type="checkbox"/> V-neck |
| <input type="checkbox"/> Jewel | <input type="checkbox"/> Grecian |
| <input type="checkbox"/> Boat neck | <input type="checkbox"/> High neck |
| <input type="checkbox"/> Halter | <input type="checkbox"/> _____ |

MATERIAL

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Organza | <input type="checkbox"/> Crepe |
| <input type="checkbox"/> Taffeta | <input type="checkbox"/> Damask |
| <input type="checkbox"/> Chiffon | <input type="checkbox"/> Brocade |
| <input type="checkbox"/> Lace | <input type="checkbox"/> Charmeuse |
| <input type="checkbox"/> Point D'esprit | <input type="checkbox"/> Faille |
| <input type="checkbox"/> Satin | <input type="checkbox"/> Shantung |
| <input type="checkbox"/> Tulle | <input type="checkbox"/> Dupioni |
| <input type="checkbox"/> Velvet | <input type="checkbox"/> _____ |

OTHER PREFERENCES

Color(s): _____

Shoes: _____

Purse: _____

Accessories: _____

Do the bridesmaid's dresses have to match? Yes No

What will you be paying for (as opposed to the bridesmaids)?

- Bridesmaid's Dresses
- Bridesmaid's Shoes
- Bridesmaid's Purses
- Bridesmaid's Other Accessories _____

WHAT ELSE TO BRING FOR YOUR BRIDESMAIDS DRESS SHOPPING APPOINTMENTS:

- All Bridesmaids should bring their heels, a strapless bra, and nude undergarments
- Realistic bridesmaid's dress budget number
- Wedding theme details
- Dress photos for inspiration
- Photos of your ceremony and reception sites
- What the bride will be wearing
- What the groomsmen will be wearing

APPOINTMENTS

Store	Address	Date	Time

Notes: _____

Groom's Attire

To help narrow down the groom's attire options, pick your design preferences in advance.

STYLE

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Classic | <input type="checkbox"/> Romantic |
| <input type="checkbox"/> Vintage | <input type="checkbox"/> Glamorous |
| <input type="checkbox"/> Comfortable | <input type="checkbox"/> _____ |

TYPE

- | | |
|---|--|
| <input type="checkbox"/> Tuxedo | <input type="checkbox"/> Dress Pants and Dress Shirt |
| <input type="checkbox"/> Suit | <input type="checkbox"/> Beachwear |
| <input type="checkbox"/> Blue Jeans and Dress Shirt | <input type="checkbox"/> _____ |

NECKLINE

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bow Tie | <input type="checkbox"/> Ribbon Tie |
| <input type="checkbox"/> Necktie | <input type="checkbox"/> Bolo Tie |
| <input type="checkbox"/> Ascot Tie | <input type="checkbox"/> _____ |

ACCESSORIES

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Vests | <input type="checkbox"/> Cummerbunds |
| <input type="checkbox"/> Pocket Squares | <input type="checkbox"/> Belts |
| <input type="checkbox"/> Cufflinks | <input type="checkbox"/> Watch |
| <input type="checkbox"/> Suspenders | <input type="checkbox"/> _____ |

COLOR

- | | |
|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Lavender |
| <input type="checkbox"/> Black | <input type="checkbox"/> Pale Blue |
| <input type="checkbox"/> Midnight Blue | <input type="checkbox"/> Mint Green |
| <input type="checkbox"/> Charcoal Gray | <input type="checkbox"/> Emerald Green |
| <input type="checkbox"/> Tan | <input type="checkbox"/> Burgundy |
| <input type="checkbox"/> Light Gray | <input type="checkbox"/> _____ |

Groomsmen's Attire

To help narrow down the groomsmen's attire options, pick your design preferences in advance.

STYLE

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Classic | <input type="checkbox"/> Romantic |
| <input type="checkbox"/> Vintage | <input type="checkbox"/> Glamorous |
| <input type="checkbox"/> Comfortable | <input type="checkbox"/> _____ |

TYPE

- | | |
|---|--|
| <input type="checkbox"/> Tuxedo | <input type="checkbox"/> Dress Pants and Dress Shirt |
| <input type="checkbox"/> Suit | <input type="checkbox"/> Beachwear |
| <input type="checkbox"/> Blue Jeans and Dress Shirt | <input type="checkbox"/> _____ |

NECKLINE

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bow Tie | <input type="checkbox"/> Ribbon Tie |
| <input type="checkbox"/> Necktie | <input type="checkbox"/> Bolo Tie |
| <input type="checkbox"/> Ascot Tie | <input type="checkbox"/> _____ |

ACCESSORIES

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Vests | <input type="checkbox"/> Cummerbunds |
| <input type="checkbox"/> Pocket Squares | <input type="checkbox"/> Belts |
| <input type="checkbox"/> Cufflinks | <input type="checkbox"/> Watch |
| <input type="checkbox"/> Suspenders | <input type="checkbox"/> _____ |

COLOR

- | | |
|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Lavender |
| <input type="checkbox"/> Black | <input type="checkbox"/> Pale Blue |
| <input type="checkbox"/> Midnight Blue | <input type="checkbox"/> Mint Green |
| <input type="checkbox"/> Charcoal Gray | <input type="checkbox"/> Emerald Green |
| <input type="checkbox"/> Tan | <input type="checkbox"/> Burgundy |
| <input type="checkbox"/> Light Gray | <input type="checkbox"/> _____ |

Do the groomsmen's attire have to match? Yes No

What will you be paying for (as opposed to the groomsmen)?

- Groomsmen's Outfits
- Groomsmen's Shoes
- Groomsmen's Accessories _____

WHAT ELSE TO BRING FOR YOUR GROOMSMEN'S ATTIRE SHOPPING APPOINTMENTS:

- All Groomsmen should bring their wedding day shoes, socks and undergarments
- Realistic groomsmen's attire budget number
- Wedding theme details
- Groomsmen's attire photos for inspiration
- Bridesmaid's dresses so you can see how they'll look together
- Photos of your ceremony and reception sites
- What the groom will be wearing

APPOINTMENTS

Store	Address	Date	Time

Notes:

Decorations

Stationery Checklist

PRE-WEDDING

- | | |
|--|--|
| <input type="checkbox"/> Engagement Party Invitation | <input type="checkbox"/> Rehearsal Dinner Invitation |
| <input type="checkbox"/> Save The Dates | <input type="checkbox"/> Welcome Bag Letter |
| <input type="checkbox"/> Bridal Shower Invitation | <input type="checkbox"/> Welcome Bag Tags |
| <input type="checkbox"/> Bachelorette Party Invitation | <input type="checkbox"/> |
| <input type="checkbox"/> Bachelor Party Invitation | <input type="checkbox"/> |

WEDDING INVITATIONS

- | | |
|--|--|
| <input type="checkbox"/> Invitations | <input type="checkbox"/> Activity Schedules |
| <input type="checkbox"/> Envelopes | <input type="checkbox"/> Tourist Information |
| <input type="checkbox"/> Response Cards | <input type="checkbox"/> Day-After Brunch Invitation |
| <input type="checkbox"/> Gift Registry | <input type="checkbox"/> |
| <input type="checkbox"/> Directions Cards | <input type="checkbox"/> |
| <input type="checkbox"/> Accommodation Cards | <input type="checkbox"/> |

CEREMONY

- | | |
|--|---|
| <input type="checkbox"/> Programs | <input type="checkbox"/> Reserved Seating Signs |
| <input type="checkbox"/> Welcome Sign | <input type="checkbox"/> Hashtag Sign |
| <input type="checkbox"/> Directions Sign | <input type="checkbox"/> |
| <input type="checkbox"/> Seating Sign | <input type="checkbox"/> |

RECEPTION

- | | |
|--|--|
| <input type="checkbox"/> Welcome Sign | <input type="checkbox"/> Photobooth Instructions |
| <input type="checkbox"/> Parking Sign | <input type="checkbox"/> Guest Book Instructions |
| <input type="checkbox"/> Directions Sign | <input type="checkbox"/> Favor Tags |
| <input type="checkbox"/> Bar Sign | <input type="checkbox"/> Menus |
| <input type="checkbox"/> Bathroom Sign | <input type="checkbox"/> Activity Printables |
| <input type="checkbox"/> Seating Chart | <input type="checkbox"/> |
| <input type="checkbox"/> Place Cards | <input type="checkbox"/> |
| <input type="checkbox"/> Table Numbers | <input type="checkbox"/> |

POST WEDDING

- | | |
|--|--------------------------|
| <input type="checkbox"/> Thank You Notes | <input type="checkbox"/> |
| <input type="checkbox"/> Personalized Stationery | <input type="checkbox"/> |

Decorations Checklist

CEREMONY

- | | |
|---|--|
| <input type="checkbox"/> Ceremony Arch | <input type="checkbox"/> What will be thrown (e.g. confetti) |
| <input type="checkbox"/> Ceremony Backdrop | <input type="checkbox"/> Altar table Décor |
| <input type="checkbox"/> Ceremony Materials Table Décor | <input type="checkbox"/> Ring pillow |
| <input type="checkbox"/> Aisle runner | <input type="checkbox"/> Flower girl basket |
| <input type="checkbox"/> Seats Décor | <input type="checkbox"/> |
| <input type="checkbox"/> Windowsill Décor | <input type="checkbox"/> |
| <input type="checkbox"/> Candles | <input type="checkbox"/> |

RECEPTION

- | | |
|--|---|
| <input type="checkbox"/> Bathroom Basket | <input type="checkbox"/> Gifts Table Décor |
| <input type="checkbox"/> Guestbook Table Décor | <input type="checkbox"/> Cards Box |
| <input type="checkbox"/> Cake Table Décor | <input type="checkbox"/> Chairback Décor |
| <input type="checkbox"/> Dessert Table Décor | <input type="checkbox"/> Send-Off Bubbles/Sparklers |
| <input type="checkbox"/> Photobooth Area | <input type="checkbox"/> |
| <input type="checkbox"/> Photobooth Props | <input type="checkbox"/> |
| <input type="checkbox"/> Podium Table Décor | <input type="checkbox"/> |

TABLES

- | | |
|--|---|
| <input type="checkbox"/> Centerpieces | <input type="checkbox"/> Disposable Cameras |
| <input type="checkbox"/> Tablecloth | <input type="checkbox"/> Kids Activities |
| <input type="checkbox"/> Table Runner | <input type="checkbox"/> |
| <input type="checkbox"/> Candles | <input type="checkbox"/> |
| <input type="checkbox"/> Table Number/Name Holders | <input type="checkbox"/> |

Design

Quantity

Estimated Cost

CEREMONY

Altar			
Seating			
Main Entrance			
Aisle Runner			
Lobby			

RECEPTION

Head Table			
Guest Tables			
Buffet Tables			
Gift Table			
Cake Table			
Check-In Table			
Bar Area			
Podium			

Favors

What are the best 3 favors from a wedding?

1) _____
2) _____
3) _____

What are the worst 3 favors from a wedding?

1) _____
2) _____
3) _____

Check off what's important to you when selecting favors:

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Theme-oriented | <input type="checkbox"/> Charitable | <input type="checkbox"/> Message on the favors |
| <input type="checkbox"/> Personal/meaningful | <input type="checkbox"/> Budget | <input type="checkbox"/> Minimalist |
| <input type="checkbox"/> Trendy | <input type="checkbox"/> DIY | <input type="checkbox"/> Seasonal |
| <input type="checkbox"/> Useful | <input type="checkbox"/> Packaging | <input type="checkbox"/> Local |

To help with your wedding favor selection, here's a list of popular wedding favors.

EDIBLE

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Chocolate• Cookies• Lollipops• Jelly beans• Coffee | <ul style="list-style-type: none">• Tea• Mini tabasco sauce• Mini ketchup bottle• Mini maple syrup | <ul style="list-style-type: none">• Mini honey jars• Mints• Tic-Tacs• Popcorn• Jam |
|--|---|--|

USEFUL

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Candles• Coasters• Bottle stopper• Chopsticks• Matchsticks | <ul style="list-style-type: none">• Succulents• Seed packets• Soap• Lottery card• Playing cards | <ul style="list-style-type: none">• Planter• Tumbler• Keychain• Playing cards• Ornaments |
|--|---|--|

SUPPLIER

Name		Email	
Address		Website	
Phone Number		Contact Name	

Entertainment

Music

CEREMONY

Pre-Ceremony	
Wedding Party Processional	
Bride Processional	
Recessional	

RECEPTION

Introduction of the Newlyweds	
First Dance	
Bridal Party Dance	
Father Daughter Dance	
Mother Son Dance	
Cake Cutting	
Bouquet Toss	
Garter Toss	
Money Dance	
Last Dance	
Songs NOT to play	

OTHER

Cocktails	

Activities

Activity	Organizer(s)	Instructions	Supplies	Notes

Ideas

Description	Category	Cost	Supplier	Notes

Photography/Videography

Photography

Let your photographer know what your must-have shots are by checking them below.

OBJECTS

- | | |
|--|--|
| <input type="checkbox"/> <u>Wedding dress (e.g. on hanger)</u> | <input type="checkbox"/> <u>Something old</u> |
| <input type="checkbox"/> <u>Bridal accessories</u> | <input type="checkbox"/> <u>Something new</u> |
| <input type="checkbox"/> <u>Bridesmaid dresses</u> | <input type="checkbox"/> <u>Something borrowed</u> |
| <input type="checkbox"/> <u>Flowers</u> | <input type="checkbox"/> <u>Something blue</u> |
| <input type="checkbox"/> <u>Groom's suit</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Groom's and groomsmen</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>accessories</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Wedding rings</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Wedding party gifts</u> | <input type="checkbox"/> _____ |

GETTING READY

- | | |
|---|--|
| <input type="checkbox"/> <u>Bridal party getting ready</u> | <input type="checkbox"/> <u>Groom and Best Man in ties</u> |
| <input type="checkbox"/> <u>Bride with Maid of Honor</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Bride putting on her veil</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Bride looking into the mirror</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Bride hugging a parent or both</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Groom & groomsmen preparing</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Groom and groomsmen leaving</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Groom hugging a parent or both</u> | <input type="checkbox"/> _____ |

BEFORE THE CEREMONY

- | | |
|---|---|
| <input type="checkbox"/> <u>Guests arriving</u> | <input type="checkbox"/> <u>Wedding decorations</u> |
| <input type="checkbox"/> <u>Guests being seated</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>People socializing</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Children playing or waiting</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Altar</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Scenery</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Wedding invitations</u> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> <u>Wedding programs</u> | <input type="checkbox"/> _____ |

CEREMONY

- | | |
|---|---|
| <input type="checkbox"/> Groom and groomsmen arriving _____ | <input type="checkbox"/> Exchange of rings _____ |
| <input type="checkbox"/> Groom greeting guests _____ | <input type="checkbox"/> Close-up of bride and groom _____ |
| <input type="checkbox"/> Groom waiting for bride to enter _____ | <input type="checkbox"/> holding hands _____ |
| <input type="checkbox"/> Bridal party walking down the _____ | <input type="checkbox"/> First kiss _____ |
| <input type="checkbox"/> aisle _____ | <input type="checkbox"/> Right after the first kiss _____ |
| <input type="checkbox"/> Flower girl and ring bearer _____ | <input type="checkbox"/> Reaction from guests _____ |
| <input type="checkbox"/> Bride and father before walking _____ | <input type="checkbox"/> Bride and groom just after being _____ |
| <input type="checkbox"/> down the aisle _____ | <input type="checkbox"/> announced as husband and wife _____ |
| <input type="checkbox"/> Bride entering _____ | <input type="checkbox"/> Bride and groom signing the _____ |
| <input type="checkbox"/> Groom's reaction to seeing bride _____ | <input type="checkbox"/> register _____ |
| <input type="checkbox"/> Bride and father walking down _____ | <input type="checkbox"/> Bride and groom walking down _____ |
| <input type="checkbox"/> the aisle _____ | <input type="checkbox"/> the aisle together _____ |
| <input type="checkbox"/> Father giving away bride _____ | <input type="checkbox"/> Wedding party recessional _____ |
| <input type="checkbox"/> Bride and groom with officiant _____ | <input type="checkbox"/> Guests tossing confetti etc. _____ |
| <input type="checkbox"/> Exchange of vows _____ | <input type="checkbox"/> _____ |

AFTER THE CEREMONY

- | | |
|---|---|
| <input type="checkbox"/> Bride and groom kissing _____ | <input type="checkbox"/> Bride and groom with parents _____ |
| <input type="checkbox"/> Bride and groom being together _____ | <input type="checkbox"/> Bride and groom with family _____ |
| <input type="checkbox"/> Bride by herself _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride with Maid of Honor _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride with bridesmaids _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride with parents _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride with groomsmen _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride with ring bearer _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride with flower girl _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom by himself _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom with Best Man _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom with groomsmen _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom with parents _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom with bridesmaids _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom with ring bearer _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom with flower girl _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Couple with Best Man _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> and Maid of Honor _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Full wedding party _____ | <input type="checkbox"/> _____ |

RECEPTION

- | | |
|---|--|
| <input type="checkbox"/> Room before it fills with guests | <input type="checkbox"/> Garter toss |
| <input type="checkbox"/> Table settings | <input type="checkbox"/> Garter catch |
| <input type="checkbox"/> Head table | <input type="checkbox"/> DJ, band, or other performers |
| <input type="checkbox"/> Centerpieces | <input type="checkbox"/> Children having fun |
| <input type="checkbox"/> Wedding cake | <input type="checkbox"/> Bride and groom exiting |
| <input type="checkbox"/> Guest book | <input type="checkbox"/> Bouquet catch |
| <input type="checkbox"/> Gift table | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Decorations | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Favors | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Room full of guests | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride and groom arriving | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Toasts | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Speeches | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride and groom kissing | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Food being served | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Cake cutting | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride and groom eating the cake | <input type="checkbox"/> _____ |
| <input type="checkbox"/> First dance as married couple | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride and groom & parents | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Guests dancing | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bouquet toss | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom getting bride's garter | <input type="checkbox"/> _____ |

OTHER

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
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| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Videography

Let your videographer know what your must-have shots are by checking them below

GETTING READY

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Bridal party getting ready _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride putting on her veil _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom and groomsmen prep _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Groom and groomsmen leaving _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

BEFORE THE CEREMONY

- | | |
|--|---|
| <input type="checkbox"/> Venue being set up _____ | <input type="checkbox"/> Musicians performing _____ |
| <input type="checkbox"/> Venue after set up _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Scenery _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Guests arriving _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Guests getting to their seats _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> People socializing _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Children playing or waiting _____ | <input type="checkbox"/> _____ |

CEREMONY

- | | |
|--|---|
| <input type="checkbox"/> Groom and groomsmen arriving _____ | <input type="checkbox"/> First kiss _____ |
| <input type="checkbox"/> Groom greeting guests _____ | <input type="checkbox"/> Reaction from guests _____ |
| <input type="checkbox"/> Groom waiting at the altar _____ | <input type="checkbox"/> Bride & groom announcement _____ |
| <input type="checkbox"/> Bridal party walking in aisle _____ | <input type="checkbox"/> Bride & groom signing contract _____ |
| <input type="checkbox"/> Flower girl and ring bearer _____ | <input type="checkbox"/> Bride & groom walking in aisle _____ |
| <input type="checkbox"/> Bride entering _____ | <input type="checkbox"/> Wedding party recessional _____ |
| <input type="checkbox"/> Groom's to seeing bride _____ | <input type="checkbox"/> Guests tossing confetti etc. _____ |
| <input type="checkbox"/> Bride & father walking in aisle _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Father giving away bride _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride and groom with officiant _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Exchange of vows _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Exchange of rings _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Closeup holding hands _____ | <input type="checkbox"/> _____ |

RECEPTION

- Guests socializing
- Room before it fills with guests
- Wedding cake
- Room as it fills with guests
- Bride and groom arrival
- Toasts
- Speeches
- Bride and groom kissing
- Food being served
- Cake cutting
- Food being served
- Bride and groom eating the cake
- First dance as married couple
- Bride & groom with parents
- Guests dancing
- Bouquet toss
- Bouquet catch
- Groom getting bride's garter

- Garter toss
- Garter catch
- DJ, band, or other performers
- Children having fun
- Bride and groom exiting
- _____
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OTHER

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Beauty

Hair

- Have you gathered inspiration photos to show your stylist? Yes No
- Will you be wearing a veil or another headpiece? Yes No
- Will you be wearing hair accessories (e.g. hair comb)? Yes No
- Are you interested in wearing hair extensions? Yes No
- Will you be covering your bridesmaids' hair expense? Yes No
- Do you want your hair stylist to come on site? Yes No
- Do you want your hair stylist to be available for touch ups? Yes No
- Do you want to have a trial run before your wedding day? Yes No
- Have you thought about when to get your hair cut before the day? Yes No
- Have you thought about when to get your hair colored before the day? Yes No

HAIR STYLIST

Name		Email	
Address		Website	
Phone Number		Contact Name	

Notes:

Other Events

Bridal Shower

VENUE

Name	
Address	
Phone Number	
Email	
Website	
Contact Name	

MENU

Appetizers	
Main Course	
Desserts	
Drinks	

DÉCOR:

WHAT TO BRING:

Rehearsal Dinner

VENUE

Name	
Address	
Phone Number	
Email	
Website	
Contact Name	

MENU

DÉCOR:

WHAT TO BRING:

Day-After Brunch

VENUE

Name	
Address	
Phone Number	
Email	
Website	
Contact Name	

MENU

Appetizers	
Main Course	
Desserts	
Drinks	

DÉCOR:

WHAT TO BRING:

ITINERARY

Date:

Start Time	End Time	Description	Location	Notes

Date:

Start Time	End Time	Description	Location	Notes

CHECKLIST

CLOTHING FOR BOTH OF YOU

- | | |
|--|--|
| <input type="checkbox"/> T-shirts | <input type="checkbox"/> Formal jacket |
| <input type="checkbox"/> Dress shirts | <input type="checkbox"/> Undergarments |
| <input type="checkbox"/> Casual shirts | <input type="checkbox"/> Socks/Stockings |
| <input type="checkbox"/> Jeans | <input type="checkbox"/> Pajamas |
| <input type="checkbox"/> Pants | <input type="checkbox"/> Swimsuit |
| <input type="checkbox"/> Shorts | <input type="checkbox"/> |
| <input type="checkbox"/> Dresses | <input type="checkbox"/> |
| <input type="checkbox"/> Skirts | <input type="checkbox"/> |
| <input type="checkbox"/> Sweaters | <input type="checkbox"/> |

SHOES AND ACCESSORIES

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Leisure shoes | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Sandals | <input type="checkbox"/> Umbrella |
| <input type="checkbox"/> Hiking boots | <input type="checkbox"/> |
| <input type="checkbox"/> Dress shoes | <input type="checkbox"/> |
| <input type="checkbox"/> Hat | <input type="checkbox"/> |
| <input type="checkbox"/> Belt | <input type="checkbox"/> |

TOILETRIES

- | | |
|--|--|
| <input type="checkbox"/> Toothbrush | <input type="checkbox"/> Eye drops |
| <input type="checkbox"/> Toothpaste | <input type="checkbox"/> Feminine-hygiene products |
| <input type="checkbox"/> Dental floss | <input type="checkbox"/> Nail file |
| <input type="checkbox"/> Deodorant | <input type="checkbox"/> Nail clippers |
| <input type="checkbox"/> Oil blotters | <input type="checkbox"/> Tweezers |
| <input type="checkbox"/> Hair brush | <input type="checkbox"/> Contact lenses |
| <input type="checkbox"/> Hair spray | <input type="checkbox"/> Contact solution |
| <input type="checkbox"/> Hair supplies | <input type="checkbox"/> Lotion |
| <input type="checkbox"/> Facial cleanser | <input type="checkbox"/> Q-tips |
| <input type="checkbox"/> Facial moisturizer | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Shaving supplies | <input type="checkbox"/> Insect repellent |
| <input type="checkbox"/> Makeup | <input type="checkbox"/> Mouthwash |
| <input type="checkbox"/> Makeup remover | <input type="checkbox"/> Perfume |
| <input type="checkbox"/> Hair ties | <input type="checkbox"/> |
| <input type="checkbox"/> Bobby pins | <input type="checkbox"/> |
| <input type="checkbox"/> Extra earring backs | <input type="checkbox"/> |

TRAVEL BAG

- | | |
|--|---|
| <input type="checkbox"/> Purse | <input type="checkbox"/> Headphone's charger |
| <input type="checkbox"/> Books | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Travel eye mask | <input type="checkbox"/> Camera charger |
| <input type="checkbox"/> Vitamins | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> Tissues | <input type="checkbox"/> Laptop charger |
| <input type="checkbox"/> Lip balm | <input type="checkbox"/> Additional memory cards |
| <input type="checkbox"/> Hand sanitizer | <input type="checkbox"/> Plug adaptor for new country |
| <input type="checkbox"/> Water bottle | <input type="checkbox"/> Glasses |
| <input type="checkbox"/> Medications | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Gum | <input type="checkbox"/> Snacks |
| <input type="checkbox"/> House keys | <input type="checkbox"/> |
| <input type="checkbox"/> Wallet | <input type="checkbox"/> |
| <input type="checkbox"/> Phone | <input type="checkbox"/> |
| <input type="checkbox"/> Phone charger | <input type="checkbox"/> |
| <input type="checkbox"/> Headphones | <input type="checkbox"/> |

IMPORTANT DOCUMENTS

- | | |
|--|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Plane tickets |
| <input type="checkbox"/> Visa approval confirmation | <input type="checkbox"/> Rental car confirmation |
| <input type="checkbox"/> Travel insurance information | <input type="checkbox"/> |
| <input type="checkbox"/> Trip itinerary | <input type="checkbox"/> |
| <input type="checkbox"/> Flight itinerary | <input type="checkbox"/> |
| <input type="checkbox"/> Airport parking or transfer tickets | <input type="checkbox"/> |
| <input type="checkbox"/> Maps | <input type="checkbox"/> |

MISCELLANEOUS

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Pain relievers | <input type="checkbox"/> Sewing kit |
| <input type="checkbox"/> Cold medication | <input type="checkbox"/> Safety pins |
| <input type="checkbox"/> Stain remover pen | <input type="checkbox"/> |
| <input type="checkbox"/> Band-aids | <input type="checkbox"/> |
| <input type="checkbox"/> Lint roller | <input type="checkbox"/> |
| <input type="checkbox"/> Double-sided tape | <input type="checkbox"/> |

Wedding Party

Wedding Party Contacts

	Names	Phone Number	Email
Maid of Honor(s)			
Bridesmaids			
Best Man (Men)			
Groomsmen			

	Names	Phone Number	Email
Flower Girl(s)			
Ring Bearer(s)			
Mother of the Bride			
Father of the Bride			
Mother of the Groom			
Father of the Groom			
Other:			

Wedding Party Gifts

	Names	Gift	When to Distribute
Maid of Honor(s)			
Bridesmaids			
Best Man (Men)			
Groomsmen			

Flower Girl(s)

Ring Bearer(s)

Mother of the Bride

Father of the Bride

Mother of the Groom

Father of the Groom

Other

Miscellaneous

Name Change Checklist

If you're planning on changing your name, here are a list of identifications you'll want to consider changing. Once you have your marriage certificate, you should first change your primary IDs. Then go down the list and change the remaining IDs.

PRIMARY IDs

- Driver's License
- Health Card
- Social Security Card

SECONDARY IDs

- Passport
- Bank Accounts
- Credit Cards
- Investment Accounts
- Checks
- Mortgage
- Personal Loans
- Car Loans
- School Loans
- Paypal

OTHER ACCOUNT IDs

- Utilities
- Cell Phone
- TV
- Internet
- Car Insurance
- Home Insurance
- Life Insurance
- Medical Insurance
- Benefits
- Business
- School/Alumni
- IRS/CRA
- Voter Registration
- Vet
- Will
- Military Records
- Doctor
- Dentist
- Therapist
- Pharmacy
- Property Title
- Car Ownership
- Job
- Open Court Orders
- Email
- Voicemail
- Website

MEMBERSHIP IDs

- Loyalty Clubs (e.g. Airline Miles)
- Subscriptions (e.g. Netflix)
- Clubs
- Associations
- Licenses
- Gym Membership
- Social Networks (e.g. Facebook)
- Library Card
- Church/Religious Organization

Rentals

Product Vendor Quantity Unit Price Delivery Fee Total

FURNITURE

TABLEWARE

Product Vendor Quantity Unit Price Delivery Fee Total

DÉCOR

ELECTRONICS

OTHER

Hotels

For out-of-town guests or guests that want to stay close to the venue after the wedding, you'll want to consider booking hotel room blocks.

A hotel room block is usually a reservation of 10+ hotel rooms. The benefit of booking a room block is that it saves everyone money and ensures that your guests have a place to stay near the venue.

Below you can brainstorm the hotels that are close to the venue and then select the best 3 hotels that will work with you.

Name	Address	Distance to Venue	# of Rooms Blocked	Rate	Includes Breakfast?	Check-In Time

Best Hotel

Second Best Hotel

Third Best Hotel

