



***WEDDING PLANNER***

# The Wedding Timeline

Sponsored by Borroughed With Love Co.

*Organized advanced planning will ensure you enjoy every minute of your special day. Start planning your wedding 12 months ahead of time. Use the following timeline as a guide through the process.*

## 12 Months ahead

- ◇ Decide on a budget
- ◇ Set the date
- ◇ Reserve ceremony site and officiant
- ◇ Work on guest list for rough count
- ◇ Visit reception sites, reserve one
- ◇ Hire wedding consultant (optional)
- ◇ Select bridal party
- ◇ Choose a vision, color themes, formality level

## 9 – 12 Months ahead

### Sponsored by The Dance Dietitian

- ◇ Meet with wellness coach
- ◇ Start the search for a dress
- ◇ Choose bride's maid attire
- ◇ Choose groom and groomsmen attire
- ◇ Finalize the guest list
- ◇ Select photographer
- ◇ Select music (DJ Or live music)
- ◇ Get engagement photos taken
- ◇ Discuss honeymoon plans
- ◇ Mail save the date cards
- ◇ Research and select a baker for the cake
- ◇ Research and reserve hotel room blocks for out-of-town guests

## 6 – 9 Months ahead

### Sponsored by The Dance Dietitian

- ◇ Book first dance lesson
- ◇ Reserve wedding day transportation
- ◇ Create bridal registry
- ◇ Select florist
- ◇ Select caterer
- ◇ Reserve party rental equipment (tables, chairs, etc.)
- ◇ Order invitations, stationary, thank you notes
- ◇ Finalize honeymoon plans
- ◇ Create your wedding website
- ◇ Purchase flower girl and ring bearer attire

## 4 – 6 Months ahead

- ◇ Order men's formal wear
- ◇ Book stylist or salon for bridal party hair, nails and make up
- ◇ Select and purchase guest favors
- ◇ Schedule rehearsal dinner location
- ◇ Reserve accommodations for wedding night
- ◇ Select and purchase wedding rings, order engraving

## 2 – 4 Months ahead

- ◇ Address wedding invitations
- ◇ Buy and wrap attendant gifts
- ◇ Confirm delivery dates of bridal gown and bridesmaid dresses, schedule fittings
- ◇ meet with caterer/venue to discuss menu
- ◇ Select ceremony vows, readings, music with officiant
- ◇ Select reception playlist
- ◇ Arrange ceremony rehearsal, notify participants

## 1 – 2 Months ahead

- ◇ Call county clerk's office for marriage license details, schedule date to obtain
- ◇ Mail invitations
- ◇ Arrange for final gown fittings
- ◇ Make reservations for bridesmaids luncheon
- ◇ Confirm honeymoon arrangements
- ◇ Prepare printed programs for ceremony
- ◇ Start reception seating chart
- ◇ Purchase wedding accessories (guest book and pen, unity candle, toasting glasses, cake knife and server, flower girl and ring bearer accessories)
- ◇ Develop wedding day timeline
- ◇ Buy or borrow accessories (shoes, jewelry, tie, etc.)

## 2 – 4 Weeks ahead

- ◇ Arrange for professionals to preserve your gown and bouquet
- ◇ Follow up on missing RSVPs and complete seating chart and place cards
- ◇ Confirm final guest count with caterer/venue
- ◇ Write rehearsal dinner and wedding toasts
- ◇ Purchase alcohol if BYOB
- ◇ Pack emergency wedding kit
- ◇ Print programs and menus
- ◇ Final dress fittings
- ◇ Hair and make-up trials

## 1 Week ahead

- ◇ Final consultations with caterer/venue, florist, DJ/musicians, photographer
- ◇ Host bridesmaid luncheon
- ◇ Begin packing for wedding night and honeymoon
- ◇ Confirm timing with all vendors

# Wedding Day Checklist

## Wedding Attire

### For Her

- ◇ Gown
- ◇ Headpiece and veil
- ◇ Lingerie (bra, bustier, slip, petticoat)
- ◇ Hosiery and garter
- ◇ Shoes
- ◇ Jewelry and accessories
- ◇ Wrap/jacket
- ◇ Gloves
- ◇ Something old, something new,  
something borrowed, something blue

### For Him

- ◇ Coat, shirt, vest, trousers
- ◇ Cumberbund
- ◇ Neckwear
- ◇ Cuff links
- ◇ Socks and shoes

## Wedding Day Emergency Kit

- ◇ Phone numbers for wedding party, Wedding coordinator, vendors
- ◇ Sewing kit (thread, needle, safety pins and scissors)
- ◇ Personal emergency kit (shout wipes, tampons, small snacks such as granola bars)
- ◇ Skin care (cleansers, moisturizers, and Lotion)
- ◇ Hair care (hair dryer, curlers, brush, comb, hair spray, bobby pins)
- ◇ Nail polish (color for nails and clear to stop runs)
- ◇ Make-up
- ◇ 2-sided tape and scotch tape
- ◇ Extra earring backs
- ◇ Extra nylons
- ◇ Toothbrush, toothpaste, mouthwash
- ◇ Portable iron or steamer
- ◇ Hand mirror
- ◇ Disposable wipes and tissues
- ◇ Anti-cling spray
- ◇ Deodorant
- ◇ Antacid, aspirin, allergy medication and bottled water
- ◇ Breath mints
- ◇ Cash (coins and bills)
- ◇ Plastic bags
- ◇ White tailor's chalk for gown fixes
- ◇ Toupee tape for fallen hems
- ◇ Spray on spot remover

## Don't Forget

- ◇ Rings and marriage license
- ◇ Ring bearer pillow, flower girl basket
- ◇ Wedding programs
- ◇ Cake knife and server, toasting flutes
- ◇ Favors
- ◇ Guestbook and pen
- ◇ Unity candle, kiddush cup
- ◇ Pay officiant, vendors
- ◇ Assign person to collect/transport gifts

## Honeymoon Checklist

- ◇ Airline tickets (note flight number and departure/arrival times)
- ◇ Cruise tickets (note cabin number and departure/arrival times)
- ◇ Resort/hotel phone and confirmation number
- ◇ Passports/visas
- ◇ Camera and memory cards
- ◇ Credit cards and cash
- ◇ Travelers checks
- ◇ Sewing kit
- ◇ Medications/prescriptions
- ◇ Extra contact lenses or glasses
- ◇ Sunglasses
- ◇ Toiletries
- ◇ Electrical plug adapters
- ◇ Travel iron
- ◇ Hair dryer
- ◇ Phone charger

## Updating Your Name

- ◇ Auto registration
- ◇ Bank and credit card accounts
- ◇ Car insurance policy
- ◇ Credit reporting agencies
- ◇ Deeds/titles
- ◇ Driver's license
- ◇ Employee records
- ◇ Investment accounts
- ◇ Life insurance policies
- ◇ Medical/dental records
- ◇ Memberships
- ◇ Passport
- ◇ Post office records
- ◇ Social security records
- ◇ Stock certificates
- ◇ Tax agency records (state and federal)
- ◇ Voter registration records
- ◇ Wills/trusts
- ◇ Utility bills
- ◇ Social media accounts

# The Wedding Budget

Sponsored by DekaLash

*Know your overall budget before you start planning your wedding. It's one of the first issues you and your fiancé should discuss. Set your priorities based on what is most important to both of you and spend accordingly. For example, if the meal is the most important element of your wedding, you'll want to allocate a greater portion of your budget to it.*

## Rings

- ◇ Engagement ring..... \$ \_\_\_\_\_
- ◇ Bride's wedding ring..... \$ \_\_\_\_\_
- ◇ Groom's wedding ring..... \$ \_\_\_\_\_

## Ceremony

- ◇ Ceremony site fee ..... \$ \_\_\_\_\_
- ◇ Officiant ..... \$ \_\_\_\_\_
- ◇ Marriage license..... \$ \_\_\_\_\_
- ◇ Aisle runner..... \$ \_\_\_\_\_
- ◇ Candles/candelabra ..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

## Wedding Attire

### Bride

- ◇ Bride's gown..... \$ \_\_\_\_\_
- ◇ Alterations ..... \$ \_\_\_\_\_
- ◇ Headpiece and veil..... \$ \_\_\_\_\_
- ◇ Lingerie, hosiery, garter ..... \$ \_\_\_\_\_
- ◇ Shoes..... \$ \_\_\_\_\_
- ◇ Jewelry & accessories ..... \$ \_\_\_\_\_
- ◇ Wrap/jacket ..... \$ \_\_\_\_\_
- ◇ Hair/makeup & nails..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

### Groom

- ◇ Groom's formal wear ..... \$ \_\_\_\_\_
- ◇ Neckwear & cufflinks ..... \$ \_\_\_\_\_
- ◇ Accessories ..... \$ \_\_\_\_\_
- ◇ Shoes..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

### Music

- ◇ Ceremony ..... \$ \_\_\_\_\_
- ◇ Reception ..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

### Reception

- ◇ Reception site fee ..... \$ \_\_\_\_\_
- ◇ Food, service tax & gratuity ..... \$ \_\_\_\_\_
- ◇ Beverage/bar fee..... \$ \_\_\_\_\_
- ◇ Cake/cake cutting fee ..... \$ \_\_\_\_\_
- ◇ Rental items..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

## Photography

- ◇ Photographer's fee ..... \$ \_\_\_\_\_
- ◇ Engagement portrait ..... \$ \_\_\_\_\_
- ◇ Wedding portrait ..... \$ \_\_\_\_\_
- ◇ Proofs ..... \$ \_\_\_\_\_
- ◇ Wedding album..... \$ \_\_\_\_\_
- ◇ Candid shots..... \$ \_\_\_\_\_
- ◇ Parent's sets..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

## Videography

- ◇ Wedding DVD ..... \$ \_\_\_\_\_
- ◇ Additional copies..... \$ \_\_\_\_\_
- ◇ Photo montage video/music ..... \$ \_\_\_\_\_
- ◇ Ceremony highlights..... \$ \_\_\_\_\_
- ◇ "Love story" production ..... \$ \_\_\_\_\_
- ◇ Projector rental ..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

## Transportation

- ◇ Wedding party transportation ..... \$ \_\_\_\_\_
- ◇ Guest transportation ..... \$ \_\_\_\_\_
- ◇ Parking..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

## Flowers

- ◇ Bride's bouquet..... \$ \_\_\_\_\_
- ◇ Attendants' bouquets..... \$ \_\_\_\_\_
- ◇ Groom's boutonniere..... \$ \_\_\_\_\_
- ◇ Helpers' flowers..... \$ \_\_\_\_\_
- ◇ Ceremony flowers..... \$ \_\_\_\_\_
- ◇ Reception flowers ..... \$ \_\_\_\_\_
- ◇ Decorations, balloons ..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

## Favors & Accessories

- ◇ Cake knife & server ..... \$ \_\_\_\_\_
- ◇ Cake top ..... \$ \_\_\_\_\_
- ◇ Favors & accessories..... \$ \_\_\_\_\_
- ◇ Flower girl's basket..... \$ \_\_\_\_\_
- ◇ Guest book & pen..... \$ \_\_\_\_\_
- ◇ Ring bearer's pillow ..... \$ \_\_\_\_\_
- ◇ Toasting glasses..... \$ \_\_\_\_\_
- ◇ Unity candle, kiddush cup..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

**Gifts**

- ◇ Maid/matron of honor ..... \$ \_\_\_\_\_
- ◇ Groomsmen..... \$ \_\_\_\_\_
- ◇ Bridesmaids ..... \$ \_\_\_\_\_
- ◇ Bride & groom ..... \$ \_\_\_\_\_
- ◇ Bride's parents ..... \$ \_\_\_\_\_
- ◇ Groom's parents ..... \$ \_\_\_\_\_
- ◇ Host for out-of-town guests ..... \$ \_\_\_\_\_
- ◇ Pre-wedding party host ..... \$ \_\_\_\_\_
- ◇ Cake cutting attendant..... \$ \_\_\_\_\_
- ◇ Gift table attendant..... \$ \_\_\_\_\_
- ◇ Guest book attendant..... \$ \_\_\_\_\_
- ◇ Soloists/musicians ..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_
- ◇ Child attendants..... \$ \_\_\_\_\_
- ◇ Ushers..... \$ \_\_\_\_\_
- ◇ Best man ..... \$ \_\_\_\_\_

**Stationery**

- ◇ Save-the-date cards..... \$ \_\_\_\_\_
- ◇ Invitations & envelopes..... \$ \_\_\_\_\_
- ◇ Calligrapher..... \$ \_\_\_\_\_
- ◇ Postage ..... \$ \_\_\_\_\_
- ◇ Thank you notes..... \$ \_\_\_\_\_
- ◇ Informal stationary..... \$ \_\_\_\_\_
- ◇ Ceremony programs..... \$ \_\_\_\_\_
- ◇ Place cards ..... \$ \_\_\_\_\_
- ◇ Announcements..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

**Optional Items**

- ◇ Wedding coordinator ..... \$ \_\_\_\_\_
- ◇ Attendant Accommodations ..... \$ \_\_\_\_\_
- ◇ Disposable cameras ..... \$ \_\_\_\_\_
- ◇ Bridesmaids attire..... \$ \_\_\_\_\_
- ◇ Flower girl dress..... \$ \_\_\_\_\_
- ◇ Groomsmen attire ..... \$ \_\_\_\_\_
- ◇ Ring bearer attire ..... \$ \_\_\_\_\_
- ◇ Bridesmaid luncheon ..... \$ \_\_\_\_\_
- ◇ Other ..... \$ \_\_\_\_\_

**TOTAL Budget**

- ◇ Rings..... \$ \_\_\_\_\_
- ◇ Ceremony ..... \$ \_\_\_\_\_
- ◇ Reception..... \$ \_\_\_\_\_
- ◇ Music ..... \$ \_\_\_\_\_
- ◇ Wedding Attire..... \$ \_\_\_\_\_
- ◇ Photography ..... \$ \_\_\_\_\_
- ◇ Videography ..... \$ \_\_\_\_\_
- ◇ Flowers ..... \$ \_\_\_\_\_
- ◇ Stationery..... \$ \_\_\_\_\_
- ◇ Transportation ..... \$ \_\_\_\_\_
- ◇ Favors & Accessories..... \$ \_\_\_\_\_
- ◇ Gifts ..... \$ \_\_\_\_\_
- ◇ Optional items..... \$ \_\_\_\_\_
- TOTAL BUDGET..... \$ \_\_\_\_\_**

# Sharing The Cost

*It is no longer expected that the wedding costs will be assigned according to tradition. Discuss your plan and budget with your families to determine whether or not to follow a traditional division of financial responsibility for the wedding costs. If circumstances don't allow the families to follow tradition, the proper rationale in deciding who pays for what portion is basic: whoever is the most willing and most able to pay for a wedding expense assumes responsibility for that expense.*

## **Bride**

- ◇ Groom's wedding ring
- ◇ Wedding gift for the groom
- ◇ Gift for maid/matron of honor and bridesmaids
- ◇ Gift for parents
- ◇ Gowns for maid/matron of honor and bridesmaids (optional)
- ◇ Accommodations for out-of-town guests (optional)
- ◇ Luncheon for bridal party
- ◇ Informal stationary

## **Bride's Family**

- ◇ Engagement party
- ◇ Bride's wedding attire and trousseau
- ◇ Bride's parents wedding attire
- ◇ Wedding gift for newlyweds
- ◇ Invitations, announcements, thank you notes, postage
- ◇ Engagement and wedding photographs
- ◇ Wedding ceremony site fee and decorations
- ◇ Wedding ceremony programs
- ◇ Wedding reception
- ◇ Flowers for ceremony and reception
- ◇ Bridal party bouquets and flowers for flower girl
- ◇ Transportation for wedding party
- ◇ Videographer
- ◇ Musicians/vocalists
- ◇ Security and insurance for gifts
- ◇ Welcome party for out-of-town guest

## **Groom**

- ◇ Bride's engagement and wedding rings
- ◇ Bride's bouquet and going away corsage
- ◇ Boutonnieres for men in wedding party
- ◇ Mothers' corsages
- ◇ Wedding gift for bride
- ◇ Gifts for best man, groomsmen and ushers
- ◇ Gift for parents (optional)
- ◇ Formal wear for best man and groomsmen (optional)
- ◇ Marriage license
- ◇ Honeymoon
- ◇ Fee for officiant

## **Groom's Family**

- ◇ Engagement party (optional; following party by bride's parents)
- ◇ Groom's wedding attire
- ◇ Groom's parents wedding attire
- ◇ Wedding gift for newlyweds
- ◇ Groom's informal stationery and thank you notes
- ◇ Rehearsal dinner
- ◇ Shipment of wedding gifts to couple's home
- ◇ Welcome party for out-of-town guests (optional)

## **Wedding Party**

- ◇ Bridal shower
- ◇ Bachelor(ette) party
- ◇ Accommodations for self
- ◇ Wedding attire and shoes

# Cakes

Sponsored by Amy's Creative Cakes

## Cake style

Type of cake \_\_\_\_\_  
Type of flavor and filling \_\_\_\_\_  
Type of flavor and icing \_\_\_\_\_  
Date to taste samples \_\_\_\_\_  
Description \_\_\_\_\_

## Groom's cake

Type of cake \_\_\_\_\_  
Type of flavor and filling \_\_\_\_\_  
Type of flavor and icing \_\_\_\_\_  
Date to taste samples \_\_\_\_\_  
Description \_\_\_\_\_

## Cake accessories

Cake topper \_\_\_\_\_  
Cake flowers \_\_\_\_\_  
Cake decorations \_\_\_\_\_  
Cake stands \_\_\_\_\_  
Cake boxes \_\_\_\_\_  
Cake knife & server \_\_\_\_\_

## Setup details

Location \_\_\_\_\_  
How to decorate cake table \_\_\_\_\_  
Part to save for newlyweds \_\_\_\_\_  
Person to save & freeze cake \_\_\_\_\_  
Person to store cake accessories \_\_\_\_\_  
Person to return cake stand \_\_\_\_\_

# Catering

## Type

- ◇ Breakfast/brunch
- ◇ Tea
- ◇ Lunch
- ◇ Cocktails
- ◇ Dinner
- ◇ Dessert

## Flavor

- ◇ Regional
- ◇ Seasonal
- ◇ Exotic
- ◇ Ethnic
- ◇ Thematic

## Service

- ◇ Cocktails
- ◇ Passes of hors d'oeuvres
- ◇ Hors d'oeuvres tables
- ◇ Seated meal (family style, American, French, Russian, white glove)
- ◇ Buffet (formal staff-served, casual self-served)

## Course

- ◇ Hors d'oeuvres
- ◇ Appetizer
- ◇ Soup
- ◇ Salad
- ◇ Entrée
- ◇ Dessert

## Entrees

- ◇ Beef
- ◇ Chicken
- ◇ Vegetarian
- ◇ Pork
- ◇ Seafood
- ◇ Lamb
- ◇ Pasta

## Dessert

- ◇ Regional
- ◇ Seasonal
- ◇ Exotic
- ◇ Ethnic
- ◇ Thematic

## Alcohol

- ◇ Full bar
- ◇ Beer & wine only
- ◇ Wine with dinner
- ◇ Champagne toast
- ◇ Specialty cocktail

## Special

- ◇ Vegetarian
- ◇ Kosher
- ◇ Halal
- ◇ Other

## Rental items

- ◇ Tables
- ◇ Chairs & chair covers
- ◇ China, glassware, silverware & serving dishes
- ◇ Linens

Ratio of guests to servers \_\_\_\_\_

# Flowers

## Terminology

- ◇ Boutonniere- Single flower for men worn on lapel
- ◇ Corsage- Single flower for women worn on wrist or pinned to dress
- ◇ Cascade- Blossoms & greenery in teardrop shape
- ◇ Hand tied- Cut flowers with ribbon or fabric, carried
- ◇ Nosegay- Single flower or small bouquet-, carried
- ◇ Pomander- Round bouquet on a cord usually for flower girls
- ◇ Spray- Small bunch of gathered flowers, carried
- ◇ Toss bouquet- Bouquet or flower thrown to the bridesmaids and bachelorettes

## Flowers by Season

| Spring               | Summer               | Fall               | Winter            | Year Round        |
|----------------------|----------------------|--------------------|-------------------|-------------------|
| ◇ Cherry blossom     | ◇ Anemone            | ◇ Autumn leaves    | ◇ Amaryllis       | ◇ Baby's breath   |
| ◇ Daffodil           | ◇ Astilbe            | ◇ Celosia          | ◇ Anemone         | ◇ Calla lily      |
| ◇ Dogwood            | ◇ Azalea             | (cockscomb)        | ◇ Casablanca lily | ◇ Carnation       |
| ◇ Forsythia          | ◇ Calla lily         | ◇ Chinese lantern  | ◇ Evergreen       | ◇ Cattleman       |
| ◇ Hellebore          | ◇ Camellia           | ◇ Chrysanthemum    | ◇ Forced bulbs    | ◇ Chrysanthemum   |
| ◇ Hyacinth           | ◇ Cosmos             | ◇ Crocosmia        | ◇ Freesia         | ◇ Daisy           |
| ◇ Lilac              | ◇ Daffodil           | ◇ Dahlia           | ◇ Gerber daisy    | ◇ Freesia         |
| ◇ lily of the valley | ◇ Dahlia             | ◇ Hydrangea        | ◇ Heather         | ◇ Gardenia        |
| ◇ Muscari            | ◇ Daisy              | ◇ Seasonal berries | ◇ Holly (ilex)    | ◇ Gerber daisy    |
| ◇ Peony              | ◇ Delphinium         | ◇ Statice          | ◇ Narcissus       | ◇ Gladiolus       |
| ◇ Quince             | ◇ French tulip       | ◇ Sunflower        | ◇ Paper white     | ◇ Iris            |
| ◇ Rose               | ◇ Hollyhock          | ◇ Yarrow           | ◇ Poinsettia      | ◇ Lily            |
| ◇ Sweet pea          | ◇ Hyacinth           |                    | ◇ Rose            | ◇ Orchid          |
| ◇ Tulip              | ◇ Hydrangea          |                    | ◇ Stephanotis     | ◇ Protea          |
| ◇ Viburnum           | ◇ Jasmine            |                    |                   | ◇ Ranunculus      |
|                      | ◇ Lady's mantle      |                    |                   | ◇ Rose            |
|                      | ◇ lily of the valley |                    |                   | ◇ September aster |
|                      | ◇ Marigold           |                    |                   | ◇ Snapdragon      |
|                      | ◇ Mimosa             |                    |                   | ◇ Stephanotis     |
|                      | ◇ Pansy              |                    |                   | ◇ Tuberoses       |
|                      | ◇ Peony              |                    |                   |                   |
|                      | ◇ Primrose           |                    |                   |                   |
|                      | ◇ Ranunculus         |                    |                   |                   |
|                      | ◇ Scabiosa           |                    |                   |                   |
|                      | ◇ Snapdragon         |                    |                   |                   |
|                      | ◇ Sweet pea          |                    |                   |                   |
|                      | ◇ Tulip              |                    |                   |                   |
|                      | ◇ Violet             |                    |                   |                   |
|                      | ◇ Zinnia             |                    |                   |                   |



**Wedding Party****Description**

Bride's bouquet \_\_\_\_\_

Bride's toss bouquet \_\_\_\_\_

Bride's going away corsage \_\_\_\_\_

Maid/matron of honor's bouquet \_\_\_\_\_

Bridesmaid's bouquets \_\_\_\_\_

Flower girl's bouquet or basket \_\_\_\_\_

Groom's boutonniere \_\_\_\_\_

Best man's boutonniere \_\_\_\_\_

Groomsmen's boutonnieres \_\_\_\_\_

Usher's boutonnieres \_\_\_\_\_

Ring bearer's pillow \_\_\_\_\_

Ring bearer's boutonniere \_\_\_\_\_

Mothers' &amp; grandmothers' corsages \_\_\_\_\_

Fathers' &amp; grandfathers' boutonnieres \_\_\_\_\_

Other \_\_\_\_\_

**Ceremony****Description**

Altar/chuppah \_\_\_\_\_

Candles &amp; holders \_\_\_\_\_

Pew/aisle markers \_\_\_\_\_

Other \_\_\_\_\_

**Reception****Description**

Entryway \_\_\_\_\_

Head table centerpiece \_\_\_\_\_

Parents' table centerpiece \_\_\_\_\_

Guest table centerpiece \_\_\_\_\_

Reception room flowers \_\_\_\_\_

Cake &amp; cake table \_\_\_\_\_

Champagne/punch table \_\_\_\_\_

Gift table \_\_\_\_\_

Guest book table \_\_\_\_\_

Restroom \_\_\_\_\_

Other \_\_\_\_\_

# Music & Entertainment

| <b>Ceremony</b>    | <b>Song/performed by</b> | <b>Start time</b> |
|--------------------|--------------------------|-------------------|
| Prelude _____      |                          |                   |
| Processional _____ |                          |                   |
| Service _____      |                          |                   |
| Recessional _____  |                          |                   |
| Postlude _____     |                          |                   |
| Other _____        |                          |                   |
| Other _____        |                          |                   |
| Other _____        |                          |                   |

| <b>Reception</b>           | <b>Song/performed by</b> | <b>Start time</b> |
|----------------------------|--------------------------|-------------------|
| 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 _____                |                          |                   |

# Photography

## Portraits

### Bride's photos

- ◇ Bride, full length
- ◇ Bride, back of dress
- ◇ Bride's bouquet
- ◇ Bride with both parents
- ◇ Bride with mother and father separately
- ◇ Bride with grandparents
- ◇ Bride with siblings
- ◇ Bride with matron/maid of honor
- ◇ Bride with each bridesmaid
- ◇ Bride with all her attendants
- ◇ Bride with groomsmen
- ◇ Bride with ring bearer, flower girl

### Groom's Photos

- ◇ Groom, full length
- ◇ Groom with parents
- ◇ Groom with mother and father separately
- ◇ Groom with grandparents
- ◇ Groom with siblings
- ◇ Groom with best man
- ◇ Groom with each groomsman
- ◇ Groom with all his attendants
- ◇ Groom with bridesmaids

### Bride & groom photos

- ◇ Bride & groom together
- ◇ Bride & groom with each set of parents
- ◇ Bride & groom with entire wedding party
- ◇ Close-up of couple's hands displaying rings
- ◇ Signing the marriage certificate

### Pre-wedding

- ◇ Bride getting ready
- ◇ Bride putting on veil
- ◇ Candid shots of bride preparing & relaxing
- ◇ Bride's attendants getting ready
- ◇ Groom getting ready
- ◇ Groom's attendants getting ready
- ◇ Front of ceremony location
- ◇ Guests arriving and being seated

## Ceremony

- ◇ Attendants walking to enter ceremony
- ◇ Parents being seated
- ◇ Candid of parents' faces
- ◇ Attendants walking down the aisle
- ◇ Child attendants walking down the aisle
- ◇ Groom coming down the aisle
- ◇ Clergy, groom & best man at the altar
- ◇ Bride & father walking down the aisle
- ◇ Father giving the bride's hand to groom
- ◇ Guests watching the ceremony
- ◇ Vow exchange
- ◇ Ring ceremony
- ◇ Candid of bride's/groom's faces
- ◇ Unity candle ceremony, kiddush cup ceremony, etc.
- ◇ Signing of the wedding certificate
- ◇ Groom kissing the bride
- ◇ Recessional
- ◇ Guests throwing rice, flower petals, etc.

## Reception

- ◇ Guests at the cocktail party
- ◇ Guests signing the guest book
- ◇ Centerpieces, place settings, place cards & plated meals
- ◇ Favors
- ◇ Toasts
- ◇ Bride & groom listening to toasts
- ◇ Group pictures & candid shots during reception
- ◇ Musicians
- ◇ Bride & groom's first dance
- ◇ Bride & father, groom & mother dances
- ◇ Guests dancing
- ◇ Cake, cake table & cake cutting
- ◇ Couple feeding each other cake
- ◇ Bouquet toss
- ◇ Garter removal & toss
- ◇ Sweetheart dance
- ◇ Going away vehicle
- ◇ Bride & groom in going away attire
- ◇ Newlyweds departing & guests farewell

# Reception Site

Location \_\_\_\_\_

Dates available \_\_\_\_\_

## Type

- ◇ Indoor
- ◇ Outdoor
- ◇ Same site as ceremony
- ◇ Walking distance from ceremony
- ◇ Within \_\_\_ miles of ceremony

## Size

- ◇ Small (<100)
- ◇ Medium (100-250)
- ◇ Large (>250)

## Use

- ◇ Ceremony
- ◇ Reception
- ◇ Dressing
- ◇ Overnight rooms

## Site services provided

- ◇ Rooms
- ◇ Food
- ◇ Beverages/alcohol
- ◇ Disabled access
- ◇ Adequate parking
- ◇ Valet
- ◇ Coat check
- ◇ On-site wedding coordinator
- ◇ Staff to cut cake
- ◇ Multiple events at a time
- ◇ Guest arrival and seating
- ◇ Ratio of servers to guests \_\_\_\_\_

## Rentals available

- ◇ Tables
- ◇ Chairs & chair covers
- ◇ China, glassware, silverware & serving dishes
- ◇ Linens

## Decorations provided

- ◇ Head table
- ◇ Guest tables
- ◇ Cake table
- ◇ Guest book table

## Bring your own decorations

- ◇ Are there any restrictions? \_\_\_\_\_
- ◇ When can you decorate? \_\_\_\_\_

## Reception style

- ◇ Old world, ornate
- ◇ Modern
- ◇ Formal
- ◇ Rustic
- ◇ Fun, funky
- ◇ Casual
- ◇ Intimate

## Color scheme

- ◇ Pastels
- ◇ Jewel tones
- ◇ Neutral tones
- ◇ Bold/bright

## Site features

- ◇ Great entrance
- ◇ Chandeliers
- ◇ Marble
- ◇ Piano
- ◇ Balcony
- ◇ Fabulous staircase
- ◇ Fireplace
- ◇ Hardwood floors
- ◇ Great view
- ◇ Stunning windows, window treatments
- ◇ Nice changing area, restrooms
- ◇ Adequate dance floor size

# Videography

## Photos for slideshow

- ◇ Bride as baby
- ◇ Groom as baby
- ◇ Bride's childhood
- ◇ Groom's childhood
- ◇ Wedding photo of bride's parents
- ◇ Wedding photo of groom's parents
- ◇ Early days as a couple
- ◇ Bachelor/bachelorette party
- ◇ Bridal shower
- ◇ Other

## Bride dressing at home

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Special requests \_\_\_\_\_

\_\_\_\_\_

## Ceremony

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

- ◇ Guests arriving
- ◇ Wedding party preparing
- ◇ Ceremony
- ◇ Guests leaving
- ◇ Special requests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Reception

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

- ◇ Guests arriving
- ◇ Announcing newlyweds and wedding party
- ◇ Toasts
- ◇ First dance
- ◇ Bride's dance with father
- ◇ Groom's dance with mother
- ◇ Cake cutting ceremony
- ◇ Bouquet and garter ceremonies
- ◇ Wedding wishes from guests
- ◇ Guests dancing
- ◇ Guest dining tables
- ◇ Bride and groom departure
- ◇ Special requests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Wedding Attire

| <b>Bride</b>                             | <b>Description</b> | <b>Size</b> |
|--|--------------------|-------------|
| Gown                                     | _____              | _____       |
| Headpiece                                | _____              | _____       |
| Veil                                     | _____              | _____       |
| Lingerie (bra, bustier, slip, petticoat) | _____              | _____       |
| Hosiery                                  | _____              | _____       |
| Garter                                   | _____              | _____       |
| Shoes                                    | _____              | _____       |
| Jewelry & accessories                    | _____              | _____       |
| Wrap, jacket or gloves                   | _____              | _____       |
| Other                                    | _____              | _____       |

| <b>Maid of Honor</b>                     | <b>Description</b> | <b>Size</b> |
|--|--------------------|-------------|
| Dress                                    | _____              | _____       |
| Lingerie (bra, bustier, slip, petticoat) | _____              | _____       |
| Hosiery                                  | _____              | _____       |
| Shoes                                    | _____              | _____       |
| Jewelry & accessories                    | _____              | _____       |
| Other                                    | _____              | _____       |

| <b>Bridesmaid</b>                        | <b>Description</b> | <b>Size</b> |
|--|--------------------|-------------|
| Dress                                    | _____              | _____       |
| Lingerie (bra, bustier, slip, petticoat) | _____              | _____       |
| Hosiery                                  | _____              | _____       |
| Shoes                                    | _____              | _____       |
| Jewelry & accessories                    | _____              | _____       |
| Other                                    | _____              | _____       |

| <b>Bridesmaid</b>                        | <b>Description</b> | <b>Size</b> |
|--|--------------------|-------------|
| Dress                                    | _____              | _____       |
| Lingerie (bra, bustier, slip, petticoat) | _____              | _____       |
| Hosiery                                  | _____              | _____       |
| Shoes                                    | _____              | _____       |
| Jewelry & accessories                    | _____              | _____       |
| Other                                    | _____              | _____       |

| <b>Bridesmaid</b>                        | <b>Description</b> | <b>Size</b> |
|--|--------------------|-------------|
| Dress                                    | _____              | _____       |
| Lingerie (bra, bustier, slip, petticoat) | _____              | _____       |
| Hosiery                                  | _____              | _____       |
| Shoes                                    | _____              | _____       |
| Jewelry & accessories                    | _____              | _____       |
| Other                                    | _____              | _____       |

**Groom****Description****Size**

Coat \_\_\_\_\_  
Shirt/cufflinks \_\_\_\_\_  
Vest/cummerbund \_\_\_\_\_  
Trousers \_\_\_\_\_  
Neckwear \_\_\_\_\_  
Socks & shoes \_\_\_\_\_  
Other \_\_\_\_\_

**Best Man****Description****Size**

Coat \_\_\_\_\_  
Shirt/cufflinks \_\_\_\_\_  
Vest/cummerbund \_\_\_\_\_  
Trousers \_\_\_\_\_  
Neckwear \_\_\_\_\_  
Socks & shoes \_\_\_\_\_  
Other \_\_\_\_\_

**Groomsman****Description****Size**

Coat \_\_\_\_\_  
Shirt/cufflinks \_\_\_\_\_  
Vest/cummerbund \_\_\_\_\_  
Trousers \_\_\_\_\_  
Neckwear \_\_\_\_\_  
Socks & shoes \_\_\_\_\_  
Other \_\_\_\_\_

**Groomsman****Description****Size**

Coat \_\_\_\_\_  
Shirt/cufflinks \_\_\_\_\_  
Vest/cummerbund \_\_\_\_\_  
Trousers \_\_\_\_\_  
Neckwear \_\_\_\_\_  
Socks & shoes \_\_\_\_\_  
Other \_\_\_\_\_

**Groomsman****Description****Size**

Coat \_\_\_\_\_  
Shirt/cufflinks \_\_\_\_\_  
Vest/cummerbund \_\_\_\_\_  
Trousers \_\_\_\_\_  
Neckwear \_\_\_\_\_  
Socks & shoes \_\_\_\_\_  
Other \_\_\_\_\_

# Keeping Track

| Vendors             | Name/Phone | Payment information |        |          |
|---------------------|------------|---------------------|--------|----------|
|                     |            | Date                | Amount | Bal. Due |
| Cake                |            |                     | \$     | \$       |
| Catering            |            |                     | \$     | \$       |
| Ceremony Site       |            |                     | \$     | \$       |
| Flowers             |            |                     | \$     | \$       |
| Formal Wear         |            |                     | \$     | \$       |
| Gown                |            |                     | \$     | \$       |
| Hair/Makeup         |            |                     | \$     | \$       |
| Music-Ceremony      |            |                     | \$     | \$       |
| Music-Reception     |            |                     | \$     | \$       |
| Officiant           |            |                     | \$     | \$       |
| Photographer        |            |                     | \$     | \$       |
| Reception Site      |            |                     | \$     | \$       |
| Rental              |            |                     | \$     | \$       |
| Transportation      |            |                     | \$     | \$       |
| Videographer        |            |                     | \$     | \$       |
| Wedding Coordinator |            |                     | \$     | \$       |
| Other               |            |                     | \$     | \$       |
| Other               |            |                     | \$     | \$       |