

# *Wedding Planning Worksheets*

*for the wedding of*

---

*To*

---

*Date*

---

*Time*

---

*Location*

---

# Calendar Checklist

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

## Immediately after the engagement:

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

## Six months or more before:

- Compile the guest list.
- Send out Save the Date cards.
- Reserve a block of hotel rooms for out-of-town guests.
- Choose wedding rings.
- Send engagement announcement to newspapers.
- Select and order wedding gown, leaving ample time for delivery and alterations.
- Look for alteration specialist (if someone other than bridal shop).

- Select the attendants (bridesmaids and groomsmen). Choose and order bridesmaids dresses.
- Purchase invitations.
- Select one usher for every 50 guests.
- Schedule wedding cake design appointment. Get estimates. Book the date.
- Implement diet and exercise program.
- Plan beauty preparations by checking with your salon for how far in advance they book wedding parties.
- Complete all honeymoon plans. If traveling outside the country, check on visas, passports and inoculations.
- Sign up for dance lessons. Talk to instructor about choreographing a special dance routine to "wow" guests.
- Book vendors, securing dates by putting down deposit.

## One month or more before:

- Ready all accessories, shoes and lingerie for bridal gown.
- Have beauty consultant do a trial run with bride's hair and makeup. Schedule this appointment on the day the bridal portrait is taken and/or a party is planned or schedule on the day of your final dress fitting to see exactly how you will look on wedding day.
- Have final fitting for bridal gown and bridesmaids' dresses.
- Have bridal portrait taken.
- Have groomsmen registered and measured at the formal wear store.
- Check with the newspapers on wedding announcement requirements.
- Finalize plans for rehearsal dinner.
- Plan seating arrangements for the rehearsal dinner and reception.
- Review this checklist to be sure nothing has been missed.

- Complete change-of-address information for post-office.
- Keep current with "Thank You" notes for shower and early wedding gifts.

### **Four months or more before:**

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

### **Three months or more before:**

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

### **Two months or more before:**

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

### **Two weeks before:**

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

### **One week before:**

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

### **One day before:**

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

### **On the wedding day:**

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

# *Budget Expense Record*

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

# The Bride's Trousseau

## Bridal Gown

Store: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Consultant: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Price: \$ \_\_\_\_\_

Date Ordered:     \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Promised:   \_\_\_\_/\_\_\_\_/\_\_\_\_

Fitting Appointments:

\_\_\_\_\_

\_\_\_\_\_

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

## Bridal Accessories

Headpiece & Veil: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Bra / Bustier: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Teddy / Body Stocking: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Stockings / Pantyhose: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Garter: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Petticoat / Slip: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Shoes: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Jewelry: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Wrap / Cape: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Other: \_\_\_\_\_  
Price: \$ \_\_\_\_\_

Something Old: \_\_\_\_\_  
Something New: \_\_\_\_\_  
Something Borrowed: \_\_\_\_\_  
Something Blue: \_\_\_\_\_

# The Attendants

## The Maids

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dress Store: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Consultant: \_\_\_\_\_

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

Price: \$ \_\_\_\_\_

Date Ordered: \_\_\_\_\_

Date Promised: \_\_\_\_\_

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

## Attendants Accessories

Shoes: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Jewelry: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Undergarments: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Handbags: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Wrap: \_\_\_\_\_

Price: \$ \_\_\_\_\_

Other: \_\_\_\_\_

Price: \$ \_\_\_\_\_

**The Groomsmen/Ushers**

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____

Tuxedos (Store):

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Consultant: \_\_\_\_\_

\_\_\_\_\_

Price: \_\_\_\_\_

Date Measurements needed by: \_\_\_\_\_

Date Ordered: \_\_\_\_\_

Date Promised: \_\_\_\_\_

**Measurements**

Name \_\_\_\_\_

Size Neck Sleeve Waist Length Shoe \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Size Neck Sleeve Waist Length Shoe \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Size Neck Sleeve Waist Length Shoe \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Size Neck Sleeve Waist Length Shoe \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Size Neck Sleeve Waist Length Shoe \_\_\_\_\_

\_\_\_\_\_



Name

---

Neck Sleeve Waist Length Shoe

Size

---

Name

---

Size Neck Sleeve Waist Length Shoe

---

## Pre-Wedding Details

### Engagement & Wedding Rings

Jeweler: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Salesperson: \_\_\_\_\_  
Description of Ring(s): \_\_\_\_\_  
Price: \$ \_\_\_\_\_

### Invitations & Stationery

Stationer: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Salesperson: \_\_\_\_\_  
Date Ordered: \_\_\_\_\_ Date  
Promised: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_ Style #: \_\_\_\_\_  
Quantities and Prices (Be sure to order extra and order everything at once.)

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

### Invitation • Announcement Wording Worksheet

Be sure all details (date, time, place) are secured before ordering invitations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Gift Registry

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

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

Other items to consider registering for include general housewares, linens and even electronics or sporting goods, depending on the couples interests and activities. The following worksheets can be used to provide ideas of items to register for and to organize plans for the gift list. Once completed, a call to set an appointment with the store’s registry department is recommended. Then take these forms to the stores of choice and enjoy “shopping!”

## Stores Where Gifts are Registered

Store: \_\_\_\_\_  
Address: \_\_\_\_\_  
Registrar: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Website: \_\_\_\_\_

Store: \_\_\_\_\_  
Address: \_\_\_\_\_  
Registrar: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Website: \_\_\_\_\_

Store: \_\_\_\_\_  
Address: \_\_\_\_\_  
Registrar: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Website: \_\_\_\_\_

Store: \_\_\_\_\_  
Address: \_\_\_\_\_  
Registrar: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Website: \_\_\_\_\_

**In the Kitchen**

Color Scheme: \_\_\_\_\_ Table Size: \_\_\_\_\_

- Ice Bucket  Pitcher  Wine Rack  Decanter
- Punch Bowl Set  Coasters  Corkscrew/Opener  Quiche Dish
- Serving Bowl  Serving Platter  Covered Casserole  Soufflé Dish
- Chafing Dish  Soup Tureen  Gravy/Sauce Boat  Bread Tray
- Serving Tray  Tea Service  Coffee Service  Cream/Sugar
- Cake Plate  Torte Plate  Dessert Dishes (set)  Compote
- Salt/Pepper  Trivet  Cheese Board  Candle Sticks
- Candle Snuffer  Napkin Rings  Salad Bowl  Nut Dish
- Other: \_\_\_\_\_  Other: \_\_\_\_\_
- Toaster  Toaster Oven  Coffee Maker  Coffee Grinder
- Food Processor  Blender  Stand Mixer  Hand Mixer
- Deep Fryer  Slow Cooker  Electric Skillet  Steamer
- Wok/Utensils  Can Opener  Juicer  Microwave Oven
- Skillet  Saucepan  Ice Cream Maker  Stock Pot
- Tea Kettle  Dutch Oven  Roasting Pan  Bakeware
- Bread Machine  Baking Dish  Mixing Bowls  Measuring Set
- Cutlery Set  Utensil Set  Cookbook  Wire Racks
- Oven Mitts  Dish Towels  Placemats  Tablecloths
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Dining / Serving**

Formal Color Scheme:

Formal Dinnerware Manufacturer/Pattern: \_\_\_\_\_

Formal Glassware Manufacturer/Pattern: \_\_\_\_\_

**Formal Flatware**

Manufacturer/Pattern: \_\_\_\_\_

Casual Color Scheme: \_\_\_\_\_

Casual Dinnerware Manufacturer/Pattern: \_\_\_\_\_

Casual Glassware Manufacturer/Pattern: \_\_\_\_\_

Casual Flatware Manufacturer/Pattern: \_\_\_\_\_

Table Size: \_\_\_\_\_

Tablecloths  Placemats  Cloth Napkins

**For the Bedroom**

Color Scheme: \_\_\_\_\_ Bed Size: \_\_\_\_\_

Flat/Fitted Sheet  Electric Blanket  Pillow Case/Sham  Blanket

Throw Blanket  Comforter/Duvet  Bedspread  Mattress Pad

Pillows  Breakfast Tray

Other: \_\_\_\_\_

Color Scheme: \_\_\_\_\_ Bed Size: \_\_\_\_\_

Flat/Fitted Sheet  Electric Blanket  Pillow Case/Sham  Blanket

Throw Blanket  Comforter/Duvet  Bedspread  Mattress Pad

Pillows  Breakfast Tray

Other: \_\_\_\_\_

Color Scheme: \_\_\_\_\_ Bed Size: \_\_\_\_\_

Flat/Fitted Sheet  Electric Blanket  Pillow Case/Sham  Blanket

Throw Blanket  Comforter/Duvet  Bedspread  Mattress Pad

Pillows  Breakfast Tray

Other: \_\_\_\_\_

Color Scheme: \_\_\_\_\_ Bed Size: \_\_\_\_\_

Flat/Fitted Sheet  Electric Blanket  Pillow Case/Sham  Blanket

Throw Blanket  Comforter/Duvet  Bedspread  Mattress Pad

Pillows  Breakfast Tray

Other: \_\_\_\_\_

**For the Bathroom**

Color Scheme: \_\_\_\_\_

- Bath Towel  Hand Towel  Face Cloth  Bath Accessories
- Shower Curtain  Bath Scale  Bath Mats/Rugs  Hair Dryer
- Showerhead Massage  Other: \_\_\_\_\_

Color Scheme: \_\_\_\_\_

- Bath Towel  Hand Towel  Face Cloth  Bath Accessories
- Shower Curtain  Bath Scale  Bath Mats/Rugs  Hair Dryer
- Showerhead Massage  Other: \_\_\_\_\_

Color Scheme: \_\_\_\_\_

- Bath Towel  Hand Towel  Face Cloth  Bath Accessories
- Shower Curtain  Bath Scale  Bath Mats/Rugs  Hair Dryer
- Showerhead Massage  Other: \_\_\_\_\_

**Around The House**

Color Scheme: \_\_\_\_\_

- Television  VCR / DVD  Stereo Equip.  Telephone
- Clock  Camera Equipment  Video Camera  Home Computer
- Iron/Ironing Board  Vacuum / Sweeper  Extinguisher  Tool Box
- Sewing Machine  Luggage  Lamps  Frames
- Vases  Planters  Other: \_\_\_\_\_

Other items not listed:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# Shower No. 1

Host/Hostess

Telephone

Location/Address

Date

\_\_\_\_\_  am  pm

Time

Type of Shower

Gift	Giver	Thank You Note Mailed
-----	-----	<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"/>
-----	-----	<input type="checkbox"/>
-----	-----	<input type="checkbox"/>

# Shower No. 2

Host/Hostess

---

Telephone

---

Location/Address

---

Date

---

\_\_\_\_\_  am  pm

Time

Type of Shower

---

Gift	Giver	Thank You Note Mailed
-----	-----	<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"/>
-----	-----	<input type="checkbox"/>
-----	-----	<input type="checkbox"/>







# At the Ceremony Site Wedding Day

## Transportation Tips

Make sure the company you use is reputable, reliable and properly licensed and insured. Do they have more than one vehicle in case of a breakdown? Most transportation companies charge by the hour. You may need to provide an itinerary or at least have one in mind. Think carefully about your scheduling time, you don't want to pay for a vehicle to sit idle while your pictures are being taken. Don't forget to tip your driver.

## Ceremony

### Music

Ceremony Musicians:

1) \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Price: \$ \_\_\_\_\_

Ceremony Musicians:

2) \_\_\_\_\_

Telephone: \_\_\_\_\_

Price: \_\_\_\_\_

### Ceremonial Musical Selections:

#### Processional:

\_\_\_\_\_

Song/Title

Recorded    Live

#### Ceremony:

\_\_\_\_\_

Song/Title

Recorded    Live

\_\_\_\_\_

Song/Title

Recorded    Live

\_\_\_\_\_

Song/Title

Recorded    Live

#### Recessional:

\_\_\_\_\_

Song/Title

Recorded    Live

# Reception

Reception Entertainers:

1) \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Price: \$ \_\_\_\_\_

Reception Entertainers:

2) \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Price: \$ \_\_\_\_\_

## Reception Musical Selections

Bride & Groom's First Dance:

\_\_\_\_\_

Song/Title

Recorded  Live

Wedding Party Dance:

\_\_\_\_\_

Song/Title

Recorded  Live

Couple / Parent's Dance:

\_\_\_\_\_

Song/Title

Recorded  Live

Other Requests:

\_\_\_\_\_

Song/Title

Recorded  Live

Other Requests:

\_\_\_\_\_

Song/Title

Recorded  Live

# Photography

---

Studio Name

---

Telephone

---

Address

---

Photographer's Name

---

Price

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

## General/Standard Poses

- Bride alone (in wedding gown)
- Bride with her mother
- Bride with her father
- Bride with both parents
- Bride with maid/matron of honor
- Bride with bridesmaids
- Bride fixing make-up/hair
- Attendants receiving flowers
- Parents receiving flowers
- Groom alone (in tuxedo)
- Groom with his mother
- Groom with his father
- Groom with both parents
- Groom with best man
- Groom with groomsmen
- Groomsmen getting boutonnieres

Other \_\_\_\_\_

Other \_\_\_\_\_

## Before the ceremony at the ceremony

- Guests outside of church
- Ushers escorting guests to seats
- Bride's mother being seated
- Groom's family being seated
- Bride and father entering church
- Groom and groomsmen at altar
- Attendants coming down aisle
- Bride and father coming down aisle
- Giving-away ceremony
- Altar during ceremony
- Bride and groom saying vows
- Ring ceremony
- Flower girl and ringbearer
- The kiss

- Bride and groom coming up aisle
- Bride and groom leaving church
- Bride and groom getting into car
- Bride and groom in decorated car
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**Before the reception**

- Bride and groom's hands
- Bridesmaids looking at bride's ring
- Bride and groom
- Bride with her parents
- Bride and groom with honor attendants
- Bride with bridesmaids
- Groom with groomsmen
- Bride and groom with wedding party
- Bride and groom with all parents
- Bride and groom with bride's family
- Bride and groom with groom's family
- Bride and groom looking at each other
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**Miscellaneous Photography**

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

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

---



---



---



---



---



---



---



---



---



---



## *Reception Restroom Basket*

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

### Ladies Room

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

### Mens Room

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



# Flowers

Florist: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Salesperson: \_\_\_\_\_  
Date: \_\_\_\_\_

Delivery Date / Time /  
Place: \_\_\_\_\_

Description (Bouquet Style, Colors, Flower Types)

---

---

---

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

*The Decor*

Balloons/Decorations

Decorator: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Telephone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Delivery Place: \_\_\_\_\_

Description (Colors, Style, Shape): \_\_\_\_\_

\_\_\_\_\_

Price: \_\_\_\_\_

Rentals

**Store: 1)** \_\_\_\_\_

Telephone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Items to Reserve for Ceremony / Reception:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pickup/Delivery Date: \_\_\_\_\_

Time: \_\_\_\_\_

Return Date: \_\_\_\_\_

Time: \_\_\_\_\_

Deposit: \_\_\_\_\_

Cost: \_\_\_\_\_

**Store: 2)** \_\_\_\_\_

Telephone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Items to Reserve for Ceremony / Reception:

\_\_\_\_\_  
\_\_\_\_\_

Pickup/Delivery Date: \_\_\_\_\_

Time: \_\_\_\_\_

Return Date: \_\_\_\_\_

Time: \_\_\_\_\_

Deposit: \_\_\_\_\_

Cost: \_\_\_\_\_

## The Wedding Day

Ceremony Site  
Site:

Address:

Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Officiant: \_\_\_\_\_

Date: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Premarital Counseling Dates & Times:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Items to remember to bring to the ceremony site:

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

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

Unity candle (and lighter if necessary)

Guest book and pen

Programs or bulletins

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

Ceremony decorations

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

Other:

---

---

---

---

---

---

---

---

---

---

---

---



## The Reception

Site:

Address:

Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Price: \_\_\_\_\_

Caterer:

Menu:

---

---

---

Beverages:

---

---

Caterer will also provide:

---

---

---

---

Price: \_\_\_\_\_

Special Notes:

---

---

---

---

---

---

---

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

Catering Tips

*Traditional Line-ups*

- Ceremony
- Receiving line
- Head table (reception)
- Parents table (reception)

*The Honeymoon*

Travel Agency:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Travel Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Packing List:

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

\_\_\_\_\_

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

\_\_\_\_\_

HER Formal Outfit (s) (dress, shoes) \_

\_\_\_\_\_

HIS Formal Outfit (s) (shirts, pants, shoes) \_

\_\_\_\_\_

HER Underwear  Hosiery / Socks  Bras  HIS Underwear

Sleepwear  Swimwear  Coat / Jacket  Hats

Make-up / Skin Care  Toothpaste  Tooth Brushes  Deodorants

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_