

# THE PREMIER BRIDE PLANNER



THE WEDDING TIMELINE

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WEDDING DAY CHECKLIST

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THE WEDDING BUDGET

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SHARING THE COST

---

PLANNERS FOR CAKES, CATERING, FLOWERS,  
MUSIC & ENTERTAINMENT, PHOTOGRAPHY,  
RECEPTION & VIDEOGRAPHY

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WEDDING ATTIRE PLANNER

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IMPORTANT INFORMATION & NOTES

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# THE WEDDING TIMELINE

*Organized advance planning will ensure you enjoy every minute of your special day. Start planning your wedding 12 months ahead of time if possible and use the following timeline as a guide through the process. Once the planning is complete, relax and get plenty of rest - the festivities are about to begin.*

## 12 months ahead

- ☐ Decide on the budget
- ☐ Reserve ceremony site and officiant
- ☐ Work on guest list for a rough count
- ☐ Visit reception sites and reserve one
- ☐ Hire wedding consultant (for help with all planning, certain aspects of it, or day of coordination only)

## 9-12 months ahead

- ☐ Shop for and order wedding gown, veil and accessories
- ☐ Compile guest list
- ☐ Choose attendants
- ☐ Select bridesmaids' attire
- ☐ Plan details of reception: colors, decorations, balloons
- ☐ Select photographer
- ☐ Select videographer
- ☐ Select band or DJ for reception
- ☐ Discuss honeymoon plans
- ☐ Mail save-the-date cards if necessary
- ☐ Get engagement photo taken

## 6-9 months ahead

- ☐ Reserve wedding day transportation
- ☐ Register for gifts at one to three stores
- ☐ Book musicians for ceremony
- ☐ Select florist
- ☐ Select caterer
- ☐ Reserve party rental equipment (table, tent, chairs, etc.)
- ☐ Order wedding cake
- ☐ Order invitations, personal stationery and thank you notes
- ☐ Reserve accommodations for out-of-town guests
- ☐ Finalize honeymoon plans (get your passport if needed!)

## 4-6 months ahead

- ☐ Order men's formalwear
- ☐ Book stylist or salon for bridal party hair, nails and make-up
- ☐ Select and purchase guest favors
- ☐ Find and reserve rehearsal dinner location
- ☐ Reserve accommodations for wedding night
- ☐ Finalize guest list

## 2-4 months ahead

- ☐ Address wedding invitations
- ☐ Buy and wrap attendants' gifts
- ☐ Buy wedding rings and order engraving
- ☐ Announce engagement in local newspapers
- ☐ Confirm delivery dates of bridal gown and bridesmaids' dresses
- ☐ Meet with caterer to discuss menu
- ☐ Select ceremony music, readings and vows and meet with officiant
- ☐ Arrange ceremony rehearsal and notify participants

## 1-2 months ahead

- ☐ Call county clerk's office for marriage license details, and schedule date to obtain
- ☐ Mail invitations
- ☐ Arrange for final fittings on your gown
- ☐ Make reservations for bridesmaids' luncheon
- ☐ Confirm honeymoon arrangements
- ☐ Record gifts received and write thank you notes promptly
- ☐ Prepare printed program for ceremony
- ☐ Start reception seating chart and placecards
- ☐ Purchase wedding accessories (guest book and pen, unity candle, toasting glasses, cake knife and server, and flower girl/ring bearer accessories)

## 2-4 weeks ahead

- ☐ Arrange for professionals to preserve your gown and bridal bouquet
- ☐ Follow up on missing RSVPs and finish seating chart/place cards
- ☐ Confirm final guest count to caterer and reception site
- ☐ Write rehearsal dinner and wedding toasts
- ☐ Confirm honeymoon arrangements

## 1 week ahead

- ☐ Have final consultation with caterer, florist, musicians, photographer and videographer
- ☐ Host bridesmaids' luncheon
- ☐ Begin packing for honeymoon
- ☐ Put fees due on the wedding day in envelopes, for the best man to distribute

# WEDDING DAY CHECKLIST

## wedding attire

### FOR HER:

- ☐ Gown - be sure it is pressed
- ☐ Headpiece & veil
- ☐ Lingerie (*bra, bustier, slip, petticoat*)
- ☐ Hosiery & garter
- ☐ Shoes
- ☐ Jewelry & accessories
- ☐ Wrap/Jacket
- ☐ Gloves

### FOR HIM:

- ☐ Coat, shirt, vest & trousers
- ☐ Cummerbund
- ☐ Neckwear
- ☐ Cufflinks
- ☐ Socks & shoes

## don't forget...

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

## wedding day emergency kit

- ☐ Phone numbers for wedding party, wedding coordinator & vendors
- ☐ Sewing kit (*thread, needle, safety pins & scissors*)
- ☐ Personal emergency kit (*including Shout wipes, tampons & a small snack such as a granola bar*)
- ☐ Skin care (*cleansers, moisturizers & lotion*)
- ☐ Hair care (*hair dryer, curlers, brush, comb, hair spray, bobby pins*)
- ☐ Nail polish (*color for nails & clear to stop nylon runs*) & super glue
- ☐ Makeup
- ☐ 2-sided tape & scotch tape
- ☐ Extra earring backs
- ☐ Extra nylons
- ☐ Toothbrush, toothpaste, mouthwash
- ☐ Portable iron or steamer
- ☐ Hand mirror
- ☐ Disposable wipes & tissues
- ☐ Anti-cling spray
- ☐ Something old, new, borrowed & blue
- ☐ Deodorant
- ☐ Antacid, aspirin, allergy medication & bottled water
- ☐ Breath mints
- ☐ Cash (*coins & bills*)
- ☐ Disposable camera
- ☐ Plastic bags
- ☐ White tailor's chalk for gown fixes
- ☐ Toupee tape for fallen hems
- ☐ Spray-on spot remover

## honeymoon checklist

- ☐ Airline tickets (note flight number & departure/arrival time)
- ☐ Cruise tickets (note cabin number(s) & departure/arrival time)
- ☐ Resort/Hotel phone & confirmation number
- ☐ Passports/Visas
- ☐ Camera & film
- ☐ Credit cards
- ☐ Traveler's checks
- ☐ Sewing kit
- ☐ Medicines/Prescriptions
- ☐ Extra contact lenses or glasses
- ☐ Toiletries
- ☐ Electrical plug adapters
- ☐ Travel iron
- ☐ Clock radio, travel size
- ☐ Hair dryer

## updating your name

- ☐ Auto Registration
- ☐ Bank & credit card accounts
- ☐ Car insurance policy
- ☐ Credit reporting agencies
- ☐ Deeds/titles
- ☐ Driver's license
- ☐ Employee records
- ☐ Investment accounts
- ☐ Life insurance policy
- ☐ Medical/dental records
- ☐ Memberships
- ☐ Passport
- ☐ Post Office records
- ☐ Social Security records
- ☐ Stock certificates
- ☐ Tax agency records (state/federal)
- ☐ Voter registration records
- ☐ Wills/trusts



# wedding budget

THE PERCENTAGES THAT APPEAR IN THE SUGGESTED COLUMN BELOW ARE GUIDELINES. THEY CAN EASILY BE CHANGED TO ACCOMMODATE YOUR PERSONAL PREFERENCES AND PRIORITIES.

TO CALCULATE YOUR SUGGESTED BUDGET PER CATEGORY, SIMPLY MULTIPLY YOUR TOTAL BUDGET BY THE APPROPRIATE PERCENTAGES.

FOR EXAMPLE: \$18,000 x 16% = \$2,880

TOTAL BUDGET: \$ \_\_\_\_\_

## RINGS

	SUGGESTED	BUDGET	ACTUAL
Engagement Rings	16.00%	_____	_____
Bride's Wedding Ring	4.00%	_____	_____
Groom's Wedding Ring	3.00%	_____	_____

## RECEPTION

Beverage/Bar			
Corkage Fee	5.00%	_____	_____
Cake/Cake Cutting Fee	2.00%	_____	_____
Catering/Food/Servers/ Tax/Gratuity	23.00%	_____	_____
Facility Rental	6.00%	_____	_____
Rental Items	1.00%	_____	_____
Other		_____	_____

## MUSIC & ENTERTAINMENT

Ceremony	1.00%	_____	_____
Reception	4.00%	_____	_____
Other		_____	_____

## CEREMONY

Aisle Runner	.25%	_____	_____
Candles/Candelabra	.35%	_____	_____
Facility Rental	.50%	_____	_____
Officiant	.40%	_____	_____
Marriage License	.50%	_____	_____
Other		_____	_____

SUB TOTAL \_\_\_\_\_

## APPAREL/BRIDE

	SUGGESTED	BUDGET	ACTUAL
Alterations	.55%	_____	_____
Bride's Gown	4.45%	_____	_____
Headpiece/Veil	.50%	_____	_____
Jewelry	.10%	_____	_____
Lingerie	.10%	_____	_____
Shoes	.30%	_____	_____
Other		_____	_____
Other		_____	_____

## CEREMONY

Groom's Formalwear	1.00%	_____	_____
Other		_____	_____

## PHOTOGRAPHER 6.00%

Photographer's package may or may not include:		_____	_____
Album		_____	_____
Candids		_____	_____
Engagement Portrait		_____	_____
Formal Wedding Portrait		_____	_____
Parents' Sets		_____	_____
Photographer Fee		_____	_____
Proofs		_____	_____
Other		_____	_____
Other		_____	_____

SUB TOTAL \_\_\_\_\_

	SUGGESTED	BUDGET	ACTUAL
<b>VIDEOGRAPHER</b>			
Wedding Video	5.00%	_____	_____
Copies	.50%	_____	_____
Other		_____	_____
Other		_____	_____

<b>FLOWERS</b>			
Alter/Chuppah	1.25%	_____	_____
Attendants' Bouquets	.70%	_____	_____
Boutonnieres/Corsages	1.00%	_____	_____
Bride's Bouquet	.70%	_____	_____
Decorations/Balloons	.10%	_____	_____
Pew Markers	.15%	_____	_____
Reception Tables		_____	_____
Buffet/Cake/ Guests/Bridal Party	1.10%	_____	_____
Other		_____	_____

<b>STATIONARY</b>			
Invitations/ Announcements	1.15%	_____	_____
Postage	.45%	_____	_____
Thank-Yous/Stationery	.30%	_____	_____
Wedding Programs	.10%	_____	_____
Other		_____	_____
Other		_____	_____

<b>ACCESSORIES</b>			
Cake Knife & Server	.20%	_____	_____
Cake Top	.30%	_____	_____
Favors	.90%	_____	_____
Flower Girl's Basket	.15%	_____	_____
Guest Book & Pen	.15%	_____	_____
Ring Bearer's Pillow	.15%	_____	_____
Toasting Glasses	.15%	_____	_____
Other		_____	_____

<b>TRANSPORTATION</b>			
Guest Transportation	.50%	_____	_____
Limousine	1.50%	_____	_____
Other		_____	_____
Other		_____	_____

<b>GIFTS</b>	1.00%	_____	_____
Bride's Attendants		_____	_____
Cake Cutting Attendant		_____	_____
Child Attendants		_____	_____
Each Other		_____	_____
Hosts for Out-of-Town Guests		_____	_____
Gift Table Attendant		_____	_____
Guest Book Attendant		_____	_____
Groomsmen & Ushers		_____	_____
Parents		_____	_____
Prewedding Party Hosts		_____	_____
Soloists/Musicians Who are Friends		_____	_____
Other		_____	_____
Other		_____	_____

<b>ADDITIONAL EXPENSES</b>	1.00%	_____	_____
Hair and Makeup		_____	_____
Manicure		_____	_____
Other		_____	_____
Other		_____	_____

<b>OPTIONAL EXPENSES</b>	1.50%	_____	_____
Attendant Accommodations		_____	_____
Bridesmaids' Dresses/Shoes		_____	_____
Flower Girl's Dress		_____	_____
Groomsmens' Formalwear		_____	_____
Ring Bearer's Attire		_____	_____
Bridesmaids' Luncheon		_____	_____
Wedding Coordinator		_____	_____
Wedding Cameras		_____	_____
Other		_____	_____
Other		_____	_____

	<b>SUB TOTAL</b>	_____	_____
	<b>TOTAL</b>	_____	_____

# SHARING THE COST

*It is no longer expected that wedding costs will be assigned according to tradition. Discuss your plan and budget with your families to determine whether 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 most willing and most able to pay for a wedding expense assumes responsibility for that expense.*

## bride

- ☐ Groom's wedding ring
- ☐ Wedding gift for groom
- ☐ Gifts for maid/matron of honor & bridesmaids
- ☐ Gift for parents (optional)
- ☐ Gowns for maid/matron of honor & bridesmaids (optional)
- ☐ Accommodations for out-of-town attendants (optional)
- ☐ Luncheon for bridal party
- ☐ Informal stationery

## bride's family

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

## groom

- ☐ Bride's engagement & wedding rings
- ☐ Bride's bouquet & going-away corsage
- ☐ Boutonnieres for men in wedding party
- ☐ Mothers' corsages
- ☐ Wedding gift for bride
- ☐ Gifts for best man, groomsman & ushers
- ☐ Gift for parents (optional)
- ☐ Formal wear for best man & groomsmen (optional)
- ☐ Accommodations for out-of-town attendants (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 & 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 for bride
- ☐ Bachelor(ette) party
- ☐ Accommodations for self
- ☐ Wedding attire & shoes

# CAKES PLANNER

## cake style

Type of cake: \_\_\_\_\_

Type & flavor of filling: \_\_\_\_\_

Type & flavor of icing: \_\_\_\_\_

Date to taste samples: \_\_\_\_\_

Description: \_\_\_\_\_

## groom's cake

Type of cake: \_\_\_\_\_

Type & flavor of filling: \_\_\_\_\_

Type & flavor of icing: \_\_\_\_\_

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 Bride & Groom: \_\_\_\_\_

Person to save & freeze the cake: \_\_\_\_\_

Person to store cake top, knife & server: \_\_\_\_\_

Person to return cake stand to bakery: \_\_\_\_\_

# CATERING PLANNER

## type

- ☐ Breakfast/Brunch
- ☐ Tea
- ☐ Lunch
- ☐ Cocktails
- ☐ Dinner
- ☐ Dessert

## flavor

- ☐ Regional
- ☐ Seasonal
- ☐ Exotic
- ☐ Ethnic
- ☐ Thematic

## service

- ☐ Cocktails
- ☐ Passed hors d'oeuvres
- ☐ Hors d'oeuvres tables
- ☐ Seated meal (Family style, American, French, Russian, white glove)
- ☐ Buffet (formal staff-served, casual self-serve)

## courses

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

## entrées

- ☐ 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

\*Some states do not allow caterers to carry liquor licenses. Please check the laws in your state.

## special

- ☐ Vegetarian
- ☐ Kosher
- ☐ Halal
- ☐ Other

## rental items

- RENTALS AVAILABLE**
- ☐ Tables
  - ☐ Chairs & chair covers
  - ☐ China, glassware, silverware & serving dishes
  - ☐ Linens

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

# FLOWERS PLANNER

## terminology

Bouttonniere . . .	Single flower for men worn on lapel
Corsage . . . . .	Single flower for women worn on wrist or pinned to breast
Cascade . . . . .	Blossoms & greenery in teardrop shape
Hand tied . . . . .	Cut flowers tied 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 & bachelorettes

## flowers by season

### SPRING

Cherry blossom  
Daffodil  
Dogwood  
Forsythia  
Hellebore  
Hyacinth  
Lilac  
Lily of the Valley  
Muscari  
Peony  
Quince  
Rose  
Sweet pea  
Tulip  
Viburnum

### SUMMER

Anemone  
Astilbe  
Azalea  
Calla Lily  
Camellia  
Cosmos  
Daffodil  
Dahlia  
Daisy  
Delphinium  
French Tulip  
Hollyhock  
Hyacinth  
Hydrangea  
Jasmine  
Lady's Mantle  
Larkspur  
Lilac  
Lily of the Valley  
Marigold  
Mimosa  
Pansy  
Peony  
Primrose  
Ranunculus  
Scabiosa  
Snapdragon  
Sweet Pea  
Tulip  
Violet  
Zinnia

### FALL

Autumn Leaves  
Celosia  
(cockscomb)  
Chinese Lantern  
Chrysanthemum  
Crosnia  
Dahlia  
Hydrangea  
Seasonal Berries  
Statice  
Sunflower  
Yarrow

*In California,  
most summer  
flowers are  
also available  
in the fall.*

### WINTER

Amaryllis  
Anemone  
Casablanca Lily  
Evergreen  
Forced Bulbs  
Freesia  
Gerber Daisy  
Heather  
Narcissus  
Holly (ilex)  
Paper-white  
Poinsettia  
Rose  
Stephanotis

### YEAR 'ROUND

Baby's breath  
Calla Lily  
Carnation  
Cattlemen  
Chrysanthemum  
Daisy  
Freesia  
Gardenia  
Gerber daisy  
Gladiolus  
Iris  
Lily  
Orchid  
Protea  
Ranunculus  
Rose  
September Aster  
Snapdragon  
Stephanotis  
Tuberose

## helpers

## description

Wedding Coordinator

Cake Cutting Attendant

Gift Table Attendant

Guest Book Attendant

Officiant

Soloists

Musicians

Other



wedding party

*description*

Bride's Bouquet

Bride's Toss Bouquet

Bride's Going-Away Corsage

Maid/Matron of Honor's Bouquet

Bridesmaids' Bouquets

Flower Girl's Bouquet or Basket

Groom's Boutonniere

Best Man's Boutonniere

Groomsmen's Boutonnieres

Ushers' Boutonnieres

Ring Bearer's Pillow

Ring Bearer's Boutonniere

Mothers' & Grandmothers' Corsages

Fathers' & Grandfathers' Boutonnieres

Other

ceremony

*description*

Altar/Chuppah

Candles & Holders

Pew/Aisle Markers

Other

reception

*description*

Entryway

Head Table Centerpiece

Parents' Table Centerpieces

Guest Table Centerpieces

Reception Room Flowers

Cake & Cake Table

Champagne/Punch Table

Gift Table

Guest Book Table

Restroom

Other

# MUSIC & ENTERTAINMENT PLANNER

*Make song choices before your wedding day. Give a copy of these choices to your musicians and DJs so they can plan accordingly. Include those songs that you do not want to hear that day. Also think about who you want to emcee the event; inform the DJ of these assignments as well.*

## ceremony

	song/performed by	start time
Prelude		
Processional		
Service		
Recessional		
Postlude		
Other		
Other		
Other		

## reception

	song/performed by	start time
Cocktail Hour		
Arrival of Newlyweds		
Couple's First Dance		
Bride & Father Dance		
Groom & Mother Dance		
Guests' First Dance		
Dinner		
Cake Cutting		
Tossing the Bouquet		
Throwing the Garter		
Last Dance		
Other		
Other		
Other		
Other		

# PHOTOGRAPHY PLANNER

## portraits

### BRIDE'S PHOTOS:

- ☐ Bride, full-length
- ☐ Bride, back of dress
- ☐ Bride's bouquet
- ☐ Bride with both parents
- ☐ Bride with mother & father separately
- ☐ Bride with grandparents
- ☐ Bride with siblings
- ☐ Bride with maid/matron-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 & 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 & being seated

## reception

- ☐ Guests at cocktail party
- ☐ Guests signing guest book
- ☐ Placecards
- ☐ Centerpieces, place settings & plated meals
- ☐ Favors
- ☐ Toasts
- ☐ Bride & Groom listening to toasts
- ☐ Group pictures & candid shots throughout reception
- ☐ Musicians
- ☐ Bride & Groom's first dance
- ☐ Bride & Father, Groom & Mother dance
- ☐ Guests dancing
- ☐ Cake, cake table & cake cutting
- ☐ Couple feeding each other cake
- ☐ Bouquet toss
- ☐ Garter removal & toss
- ☐ Sweetheart dance
- ☐ Going-away vehicle (especially if decorated)
- ☐ Bride & groom in going away clothes
- ☐ Newlyweds departing & guests' farewell

## ceremony

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

# RECEPTION PLANNER

## location

### DATES AVAILABLE

#### LOCATION

- ☐ Indoor
- ☐ Outdoor
- ☐ Same site as ceremony
- ☐ Walking distance from ceremony

Within \_\_\_\_\_ miles of ceremony site

#### SIZE

- ☐ Small (<100)
- ☐ Medium (100-250)
- ☐ Large (250+)

#### USED FOR

- ☐ Ceremony
- ☐ Reception
- ☐ Dressing
- ☐ Overnight rooms

## site services

### SERVICES PROVIDED

- ☐ Rooms
- ☐ Food
- ☐ Beverage/Alcohol
- ☐ Disabled access
- ☐ Adequate parking
- ☐ Valet
- ☐ Coat check
- ☐ On-site wedding coordinator
- ☐ Staff to cut the cake
- ☐ More than one event at a time

### RENTALS AVAILABLE

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

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

## decorations

### PROVIDED

- ☐ Head table
- ☐ Guest tables
- ☐ Cake table
- ☐ Guest book table

### BRINGING OWN DECORATIONS

What are decorating restrictions? \_\_\_\_\_

When can decorations/favors come in? \_\_\_\_\_

## style

### RECEPTION

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

### SITE FEATURES

- ☐ Great entrance
- ☐ Chandeliers
- ☐ Marble
- ☐ Piano
- ☐ Balcony
- ☐ Fabulous staircase
- ☐ Fireplace
- ☐ Hardwood floors
- ☐ Great view
- ☐ Stunning windows/window treatment
- ☐ Nice changing area/restrooms
- ☐ Dance floor meets my size requirements

### COLOR SCHEME

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

# VIDEOGRAPHY PLANNER

## photos for slideshow

- ☐ Bride as baby
- ☐ Groom as baby
- ☐ Bride's childhood
- ☐ Groom's childhood
- ☐ Wedding photo of bride's parent's
- ☐ Wedding photo of groom's parent's

- ☐ Early days as a couple
- ☐ Bachelor/Bachelorette parties

Other:

## bride dressing at home

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

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

Location: \_\_\_\_\_

Special Requests: \_\_\_\_\_

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## ceremony

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

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

Location: \_\_\_\_\_

- ☐ Guests arriving
- ☐ Wedding party preparing
- ☐ Ceremony
- ☐ Guests leaving

Special Requests: \_\_\_\_\_

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## reception

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

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

Location: \_\_\_\_\_

- ☐ Guests arriving
- ☐ Announcing newlyweds & wedding party
- ☐ Toasts
- ☐ First dance
- ☐ Cake cutting ceremony
- ☐ Bouquet & garter ceremonies
- ☐ Wedding wishes from individual guests
- ☐ Guests dancing
- ☐ Guests dining tables
- ☐ Bride & Groom saying good-byes & leaving

Special Requests: \_\_\_\_\_

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# WEDDING ATTIRE

## bride

	<i>description</i>	<i>size</i>
Gown		
Headpiece		
Veil		
Lingerie (bra, bustier, slip, petticoat)		
Hosiery		
Garter		
Shoes		
Jewelry & Accessories		
Wrap, Jacket or Gloves		
Other		

## bride's attendants

	<i>description</i>	<i>size</i>	<i>size</i>	<i>size</i>	<i>size</i>
Gown					
Lingerie (bra, bustier, slip, petticoat)					
Hosiery					
Shoes					
Jewelry & Accessories					
Other					

*name*   *name*   *name*   *name*

*groom*

	<i>description</i>	<i>size</i>
Coat		
Shirt		
Vest		
Trousers		
Cummerbund		
Neckwear		
Cufflinks		
Socks & Shoes		
Other		
Other		

*groom's attendants*

	<i>description</i>	<i>size</i>	<i>size</i>	<i>size</i>	<i>size</i>
Coat					
Shirt					
Vest					
Trousers					
Cummerbund					
Neckwear					
Cufflinks					
Socks & Shoes					
Other					

*name name name name*

# KEEPING TRACK

## vendors

	<i>Name / Phone</i>	<i>Payment Information</i>		
		<i>Date</i>	<i>Amount</i>	<i>Bal. Due</i>
Cake				
Catering				
Ceremony Site				
Flowers				
Formalwear				
Gown				
Hair/Makeup				
Music - Ceremony				
Music - Reception				
Officiant				
Photographer				
Reception Site				
Rental				
Transportation				
Videographer				
Wedding Coordinator				

## wedding party

	<i>Name</i>	<i>Phone</i>
Bridesmaids		
Groomsmen		
Ushers		