



Celebration
Events

WEDDING *Planner*

THE WEDDING PARTY

The key people in your wedding party.

The Bride:

The Groom

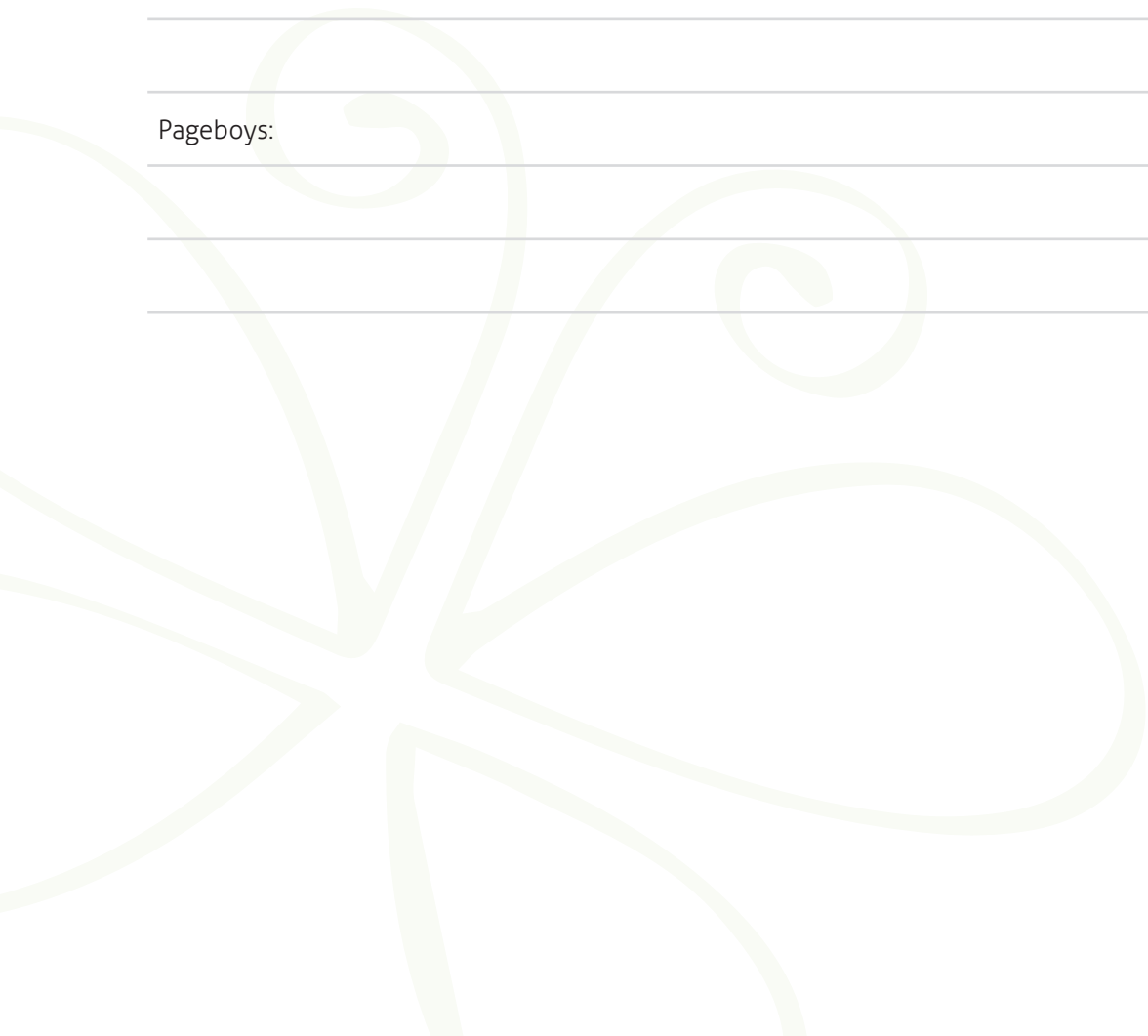
Chief Bridesmaid:

Bridesmaids:

Bestman:

Ushers

Pageboys:



APPOINTMENTS

List your appointments and key contacts for meetings you have booked.

[illegible]

TO-DO LIST

Make a list of things on your to-do List

[illegible]

WHERE TO BEGIN

<input type="radio"/> Write your guest list and choose your bridal party	
<input type="radio"/> Set your budget, and priorities your needs, wants and your wishes	
<input type="radio"/> Decide on the location for your wedding	
<input type="radio"/> View venues, and then book your chosen venue	
<input type="radio"/> Set date	
<input type="radio"/> Open a wedding specific email	
<input type="radio"/> Open a Pinterest account	

18 TO 12 MONTHS TO GO

<input type="radio"/> Order Your Invites	
<input type="radio"/> Start Dress Shopping	
<input type="radio"/> Start Bridesmaid Dress Shopping	
<input type="radio"/> Book a Photographer	
<input type="radio"/> Book a Videographer	
<input type="radio"/> Book a DJ or Wedding Band	
<input type="radio"/> Book Caterers if Needed	
<input type="radio"/> Research Accomodation for Guests	

11 TO 8 MONTHS TO GO

<input type="checkbox"/> Arrange your Cake	
<input type="checkbox"/> Arrange your Flowers	
<input type="checkbox"/> Book Your Transport	
<input type="checkbox"/> Plan your Honeymoon	
<input type="checkbox"/> Book Hair & Makeup Artists	
<input type="checkbox"/> Sample Menus	
<input type="checkbox"/> Order your Dress	
<input type="checkbox"/>	

AROUND 6 MONTHS BEFORE

<input type="checkbox"/> Send out your Invites	
<input type="checkbox"/> Buy Your Wedding Rings	
<input type="checkbox"/> Book ceremony musicians	
<input type="checkbox"/> Plan hen and/or stag parties	
<input type="checkbox"/> Book appointments to try on wedding dresses	
<input type="checkbox"/> Set up your wedding gift list	
<input type="checkbox"/> Plan any fitness / beauty routines	
<input type="checkbox"/> Book a pre-wedding shoot	

4-6 MONTHS TO GO

<input type="radio"/> Give notice of marriage to the registrar	
<input type="radio"/> Buy Grooms Suit	
<input type="radio"/> Decide on prayers, readings and music for ceremony	
<input type="radio"/> Organise a hair trial & book	
<input type="radio"/> Organise a makeup trial & book	
<input type="radio"/> Book Hair & Makeup Artists	
<input type="radio"/> Order of Service	
<input type="radio"/> Book Honeymoon	

3 TO 2 MONTHS TO GO

<input type="radio"/> Attend dress fittings with your wedding underwear & shoes	
<input type="radio"/> Organise gifts for parents	
<input type="radio"/> Organise gifts for bridesmaids	
<input type="radio"/> Organise gifts for groomsmen	
<input type="radio"/> Confirm order of ceremony	
<input type="radio"/> Organise vaccinations & Visas for honeymoon if required	
<input type="radio"/>	
<input type="radio"/>	

1 MONTH TO GO

<input type="radio"/> Chase Remaining RSVP's	
<input type="radio"/> Create your table plan	
<input type="radio"/> Finalise details with Suppliers	
<input type="radio"/> Give venue guest numbers	
<input type="radio"/> Print place cards	
<input type="radio"/> Write personalised wedding vows if applicable.	
<input type="radio"/> Hold a rehearsal	

ON THE DAY

<input type="radio"/> Take time out, just the two of you!	
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AFTER THE WEDDING

<input type="radio"/> Return hired items	
<input type="radio"/> Send out Thank you cards	
<input type="radio"/> Book an appointment with your photographer to view your photos	

BUDGET OVERVIEW

Manage the budget for your wedding.

	Estimate	Actual	Final Payment Date
Ceremony & Reception			
Ceremony Fees			
Ceremony Music			
Venue Cost			
Food & Drink			
Canapés			
Catering			
Drinks			
Wedding cake			
Evening Food			
Flowers			
Bridal Flowers			
Other Flowers			
Entertainment			
Toastmaster			
Reception Music			
Wedding breakfast			
Band or DJ			
Fireworks			

BUDGET OVERVIEW

Manage the budget for your wedding.

	Estimate	Actual	Final Payment Date
Stationary			
Save the Date			
Invitations			
Order of Service			
Thank yous			
Postage/Stamps			
Place Cards			
Getting Ready			
Hair stylist			
Make up artist			
Photography			
Photographer			
Videographer			
Photobooth			
Accommodation & Transport			
Accommodation			
Bridal Transportation			
Guest Transportation			

BUDGET OVERVIEW

Manage the budget for your wedding.

[illegible]

PAYMENT PLANNER

List your upcoming payments and how much each month,

January	February	March	April	May	June
£	£	£	£	£	£

PAYMENT PLANNER

List your upcoming payments and how much each month,

July	August	September	October	November	December
£	£	£	£	£	£

GUEST LIST

Manage your invites, RSVP's and Thank you below.

Names:	Save the Date Sent	<input type="radio"/>
Address:	Invite Sent	<input type="radio"/>
Email:	Attending?	<input type="radio"/>
No. of Guests:	Thank You Sent	<input type="radio"/>

Names:	Save the Date Sent	<input type="radio"/>
Address:	Invite Sent	<input type="radio"/>
Email:	Attending?	<input type="radio"/>
No. of Guests:	Thank You Sent	<input type="radio"/>

Names:	Save the Date Sent	<input type="radio"/>
Address:	Invite Sent	<input type="radio"/>
Email:	Attending?	<input type="radio"/>
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Names:	Save the Date Sent	<input type="radio"/>
Address:	Invite Sent	<input type="radio"/>
Email:	Attending?	<input type="radio"/>
No. of Guests:	Thank You Sent	<input type="radio"/>

EVENING GUEST LIST

Who are you inviting for the evening?

[illegible]

TABLE PLAN

Create a list of who is on which table.

Table Name:

Table Name:

Table Name:

Table Name:

RECEPTION CHECKLIST

Things to take to the reception venue

[illegible]

ORDER OF THE DAY

Use this list to plan your day and times.

Time	Action	Notes
	Alarm Set	
	Bridesmaids Arrives	
	Photographer Arrives	
	Hair dresser Arrives	
	Make-up Artist Arrives	
	Flowers Arrives	
	Dress on	
	Car for Bridesmaid Leaves	
	Car for Bride Leaves	
	Ceremony Begins	
	Photos following Ceremony	
	Transport to reception	
	Drinks reception begins	
	Canapes brought out	
	Photos of Bride and Groom	
	Wedding Breakfast is served	
	Toast and Speeches	
	Cutting of the Cake	
	Evening Guests Arrive	
	First Dance	
	Evening refreshments served	
	Bride and Groom Leave	

VENUE CHECKLIST

Print multiple copies and take them with you when you visit venues.

Venue Details	
Venue Name	
Contact Name	
Telephone	
Email	


Dates & Costs	
Available Dates	
Cost for the day	

Notes:




The Venue	
Ceremony Guests #	
Reception Guests #	
Is there a wedding co-ordinator?	
Sufficient parking?	
Is there disabled access?	
Is confetti allowed?	
Entertainment	
Room for a band or DJ?	
Dancefloor provided?	
Evening noise restrictions?	
Are fireworks permitted?	
Is there a PA system for speeches?	
Does the venue have Public Liability Insurance?	
Venue Notes	


Accommodation & Rooms	
Is there a secure room to store wedding gifts until we can collect the next day?	
Is there a room available for the bride and groom to use on the day?	
If rooms are available for overnight accommodation, then how many?	
Costs for overnight accommodation?	
Is breakfast included?	
What time is checkout the following day?	
Can rooms be reserved for guests to book?	

Accommodation Notes


Catering	
Do they offer in-house catering? If not, do they have any recommendations?	
Do you have example menus and prices?	
Does the venue provide equipment i.e. tables, chairs, linen, plates, glassware etc.?	
Can you supply a cake stand and knife if required?	
Do you have an alcohol license and what time can you offer alcohol until?	
Does the venue insist on supplying the wine and champagne?	
What do they charge for corkage? <i>If applicable.</i>	
What time does the reception need to finish by?	

Catering Notes


Finances and Costs	
What are the various options and costs for the venue?	
What is the cancellation policy?	
How much is the deposit to secure the date and when is it due?	
How much is the final balance and when is it due?	

Notes & Thoughts


Photos to have taken at different points in the day.

Photos to have taken at different points in the day.

[illegible]

PHOTO CHECKLIST / #2 CEREMONY

Photos to have taken at different points in the day.

[illegible]

PHOTO CHECKLIST / #3 GROUP SHOTS

Photos to have taken at different points in the day.

[illegible]

PHOTO CHECKLIST / #4 RECEPTION

Photos to have taken at different points in the day.

[illegible]

HONEYMOON CHECKLIST

Make a list of things on your to-do List

[illegible]

NOTES