



**K-STATE**  
Research and Extension

Kansas State University Agricultural Experiment Station and Cooperative Extension Service



# PLANNING YOUR *Wedding*

| Wedding Planning Action                     | Doing It          | Completed |
|---|-------------------|-----------|
| <b>Engagement</b>                           |                   |           |
| Announce to family and friends              |                   |           |
| Set the date                                |                   |           |
| Buy engagement ring(s) or wedding set       |                   |           |
| Have engagement photo(s) taken              |                   |           |
| Let's Get the Ball Rolling!                 | Notes and Numbers |           |
| Number of guests                            |                   |           |
| <b>Budget</b>                               |                   |           |
| Who's paying for what and/or contributing   |                   |           |
|   |                   |           |
|   |                   |           |
|   |                   |           |
|   |                   |           |
|   |                   |           |
|   |                   |           |
|   |                   |           |
|   |                   |           |
| <b>Wedding Party</b>                        |                   |           |
| Maid/Matron of Honor and Bridesmaids        |                   |           |
| Best Man and Groomsmen                      |                   |           |
| Flower Girl and Ring Bearer                 |                   |           |
| Ushers                                      |                   |           |
| <b>Venue</b>                                |                   |           |
| Ceremony – Deposit of \$_____ due by _____  |                   |           |
| Reception – Deposit of \$_____ due by _____ |                   |           |
| Set up wedding website or Facebook page     |                   |           |
| Open Pinterest account                      |                   |           |





| Pros and Vendors                                    | Having one? | Agreement Signed | Amount Budgeted | Amount Spent |
|---|-------------|------------------|-----------------|--------------|
| Officiant   |             |                  |                 |              |
| Planner – Deposit of \$ _____ due by _____          |             |                  |                 |              |
| Caterer – Deposit of \$ _____ due by _____          |             |                  |                 |              |
| Bartender – Deposit of \$ _____ due by _____        |             |                  |                 |              |
| Cake baker – Deposit of \$ _____ due by _____       |             |                  |                 |              |
| Photographer – Deposit of \$ _____ due by _____     |             |                  |                 |              |
| Graphic designer – Deposit of \$ _____ due by _____ |             |                  |                 |              |
| Save-the-Date cards                                 |             |                  |                 |              |
| Invitations and RSVPs                               |             |                  |                 |              |
| Wedding programs                                    |             |                  |                 |              |
| Thank-you cards                                     |             |                  |                 |              |
| Florist – Deposit of \$ _____ due by _____          |             |                  |                 |              |
| Band or D.J. – Deposit of \$ _____ due by _____     |             |                  |                 |              |
| Hairstylist   |             |                  |                 |              |
| Makeup artist                                       |             |                  |                 |              |
| Limousine/Other transportation                      |             |                  |                 |              |
| Miscellaneous rentals                               |             |                  |                 |              |
| – Deposit of \$ _____ due by _____                  |             |                  |                 |              |
| – Deposit of \$ _____ due by _____                  |             |                  |                 |              |
| – Deposit of \$ _____ due by _____                  |             |                  |                 |              |
| – Deposit of \$ _____ due by _____                  |             |                  |                 |              |

| Doing Ourselves                | In Process | Completed |
|--------------------------------|------------|-----------|
| <b>Food</b>                    |            |           |
| Appetizers                     |            |           |
| Entrée(s)                      |            |           |
| Side dishes                    |            |           |
| Desserts                       |            |           |
| Cake                           |            |           |
| Drinks                         |            |           |
| Video                          |            |           |
| Flowers                        |            |           |
| Bouquets and corsages          |            |           |
| Boutonnieres                   |            |           |
| Floral centerpieces            |            |           |
| Floral decorations (ceremony)  |            |           |
| Floral decorations (reception) |            |           |
| Music/entertainment            |            |           |
| Hair                           |            |           |





| Doing Ourselves                          | In Process | Completed |
|--|------------|-----------|
| Makeup                                   |            |           |
| Favors                                   |            |           |
| Centerpieces                             |            |           |
| Decorations                              |            |           |
| Items to Plan For                        | In Process | Completed |
| <b>Wedding Bands</b>                     |            |           |
| His                                      |            |           |
| Hers                                     |            |           |
| <b>Wedding Party Attire</b>              |            |           |
| <b>Bride</b>                             |            |           |
| Gown/Veil/Headpiece                      |            |           |
| Shoes                                    |            |           |
| Jewelry                                  |            |           |
| Garter                                   |            |           |
| <b>Groom and Groomsmen</b>               |            |           |
| Tuxedos/Suits                            |            |           |
| Ties                                     |            |           |
| Cuff links                               |            |           |
| Shoes                                    |            |           |
| <b>Bridesmaids</b>                       |            |           |
| Gowns                                    |            |           |
| Shoes                                    |            |           |
| Hair pieces                              |            |           |
| Jewelry                                  |            |           |
| <b>Flower Girl</b>                       |            |           |
| Gown                                     |            |           |
| Shoes                                    |            |           |
| Tiara                                    |            |           |
| <b>Ring Bearer</b>                       |            |           |
| Tuxedo/Suit                              |            |           |
| Shoes                                    |            |           |
| <b>Ceremony supplies and decorations</b> |            |           |
| Guest book and pen                       |            |           |
| Ring bearer pillow                       |            |           |
| Flower girl basket                       |            |           |
| Aisle runner                             |            |           |
| Pew decorations                          |            |           |
| Unity candle set/sand ceremony           |            |           |
| <b>Reception Decorations</b>             |            |           |
| Entrance arch/or other decoration        |            |           |





| Items to Plan For  | In Process  | Completed |
|--|-------------|-----------|
| Backdrops  |             |           |
| Lighting   |             |           |
| Wall decorations   |             |           |
| Ceiling drape (gossamer or tulle)  |             |           |
| Head table decorations   |             |           |
| Centerpieces   |             |           |
| Table numbers  |             |           |
| Chair covers and sashes  |             |           |
| <b>Reception supplies (or DIY supplies to make)</b>                        |             |           |
| Place cards/escort cards   |             |           |
| Card box   |             |           |
| Favors   |             |           |
| Menus  |             |           |
| Tablecloths  |             |           |
| Silverware/plastic cutlery   |             |           |
| Cake serving set   |             |           |
| Plates   |             |           |
| Glassware  |             |           |
| Don't Forget To Do   | In Progress | Completed |
| Finalize guest list - in time to send invitations six weeks before wedding |             |           |
| Send Save-the-Date cards   |             |           |
| Register for gifts   |             |           |
| Research and meet wedding license requirements                             |             |           |
| Purchase wedding license   |             |           |
| Arrange accommodations   |             |           |
| For out-of-town guests   |             |           |
| For honeymoon  |             |           |
| Plan rehearsal dinner  |             |           |
| Choose and order wedding party gifts                                       |             |           |
| Parents/grandparents   |             |           |
| Bridesmaids/groomsmen  |             |           |
| Flower girl/ring bearer  |             |           |
| Make a seating plan  |             |           |
| Fill out name change papers  |             |           |
| The Week Before!   | In Process  | Completed |
| Review details with all pros, vendors, and rentals                         |             |           |
| <b>Assure wedding party has completed ensembles</b>                        |             |           |
| Bride  |             |           |
| Groom  |             |           |





| The Week Before!                                  | In Process  | Completed |
|---|-------------|-----------|
| Bridesmaids                                       |             |           |
| Groomsmen   |             |           |
| Flower girl                                       |             |           |
| Ring bearer                                       |             |           |
| Bride's mother                                    |             |           |
| Groom's mother                                    |             |           |
| Bride's father                                    |             |           |
| Groom's father                                    |             |           |
| <b>Organize cash fees and tips into envelopes</b> |             |           |
| Clergy/Officiant                                  |             |           |
| Driver(s)   |             |           |
| Bartender   |             |           |
| Musicians/D.J.                                    |             |           |
| Other:  |             |           |
|   |             |           |
|   |             |           |
| Pack for wedding night and honeymoon              |             |           |
| Arrange for mail to be held                       |             |           |
| Gather everything for rehearsal and ceremony      |             |           |
| Put together a bridal emergency kit               |             |           |
| The Day Before!                                   | In Progress | Completed |
| Give Maid of Honor and Best Man wedding bands     |             |           |
| <b>Assign people to important tasks</b>           |             |           |
| Marriage license to clergy/officiant              |             |           |
| Miscellaneous items to ceremony and reception     |             |           |
| Coordinate wedding party transportation           |             |           |
| Tips and remaining payments paid                  |             |           |
| Rentals returned                                  |             |           |
| Get manicure and last-minute beauty treatments    |             |           |
| Give wedding party gifts                          |             |           |
| Attend rehearsal and dinner                       |             |           |
| Go to bed early                                   |             |           |

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