

My Wedding Planner Checklist



WEDDING WORKBOOK

In this eight-page section, you will find worksheets to help you plan and organize the many important details that will make up your wedding, from the budget to the guest list to the music and flowers. *Start with the timeline* below, and set deadlines for yourselves. If you have fewer than six months to plan your wedding, don't panic; just get started as soon as possible. And never allow the details to overshadow the joy of the event.

six or more months ahead

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| ☐ Think about the type of wedding you want—formal or informal, big or small—and the time of year you want it to take place. | ☐ Book officiant. |
| ☐ Set budget. | ☐ Book caterer. |
| ☐ Hire wedding coordinator, if desired. | ☐ Order wedding cake. |
| ☐ Compile guest list, and organize addresses. | ☐ Book florist. |
| ☐ Finalize wedding date. | ☐ Book music for ceremony and reception. |
| ☐ Reserve ceremony and reception sites. | ☐ Book photographer and videographer. |
| ☐ Choose attendants. | ☐ Plan and book honeymoon. |
| ☐ Order dress and accessories, including veil and shoes. | ☐ Send save-the-date cards, if using. |

four to six months ahead

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| ☐ Reserve rental equipment, such as tables, chairs, and tents. | ☐ Buy stockings and any special lingerie your dress requires. |
| ☐ Arrange transportation for the wedding day. | ☐ Choose favors. |
| ☐ Order stationery, including invitations and thank-you notes; book calligrapher, if using. | ☐ Book a room for wedding night. |
| ☐ Register for gifts. | ☐ Choose gifts for wedding party. |
| ☐ Purchase wedding rings. | ☐ Reserve accommodations for out-of-town guests. |
| ☐ Purchase or reserve groom's attire. | ☐ Sign up for dance lessons. |
| ☐ Choose attendants' attire. | |

two to four months ahead

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| ☐ Discuss details of menu with caterer. | ☐ Schedule rehearsal time and rehearsal dinner. |
| ☐ Discuss service with officiant. | ☐ Try out makeup and hairstyle. |
| ☐ Choose readings for ceremony. | ☐ Mail invitations. |
| ☐ Write your wedding vows, if you choose. | ☐ Write thank-you notes as gifts arrive. |

Continued on the next page

one to two months ahead

- ☐ Buy guest book.
- ☐ Have programs printed.
- ☐ If your state requires blood tests, make appointments.
- ☐ Obtain marriage license, and request certified copies.
- ☐ If you intend to change your name, prepare the necessary documents.
- ☐ Send change-of-address information to post office.
- ☐ Contact local newspapers about publishing wedding announcement.

two weeks ahead

- ☐ Have final dress fitting with shoes, accessories, and lingerie.
- ☐ Begin seating plan, and write place cards.
- ☐ Notify caterer of guest count.
- ☐ Write toasts for rehearsal dinner and wedding reception.
- ☐ Address announcements.
- ☐ Break in wedding shoes at home.
- ☐ Designate someone to look after your home while you are on your honeymoon.
- ☐ Find out where your guests will be staying, if you plan to deliver welcome notes or gifts to their rooms.

one week ahead

- ☐ Finalize seating plan.
- ☐ Assign specific responsibilities, such as handing out corsages and boutonnieres, to members of your wedding party.
- ☐ Pick up dress or have it delivered.
- ☐ Confirm details with caterer.
- ☐ Confirm honeymoon arrangements, and give your itinerary to a friend or family member in case of emergency.
- ☐ Pack for honeymoon.
- ☐ Update caterer with final guest and vendor meal counts.

one day ahead

- ☐ Confirm transportation arrangements for ceremony and reception.
- ☐ Give announcements to an attendant for mailing after the wedding.
- ☐ Have manicure and pedicure.
- ☐ Rehearse ceremony.
- ☐ Hold rehearsal dinner; give gifts to wedding party. If you choose, give gifts to parents to thank them for their support.
- ☐ Prepare tip and payment envelopes for officiant and vendors, and make arrangements for someone to distribute them.

your wedding day

- ☐ Relax, and enjoy yourselves!

notes

BUDGET PLANNER

Before you plan your wedding, *know how much you can spend* and what you want to spend it on. As a general guideline, allot approximately 50 percent of your budget to the reception (location, food, and beverages). Then allot about 10 percent each to flowers, photography, attire, and music. The final 10 percent goes to stationery, favors, and other details.

<i>ceremony and reception</i>	_____ Ceremony location fee	<i>flowers</i>	_____ Ceremony decorations
	_____ Officiant's fee		_____ Bride's bouquet
	_____ Marriage license		_____ Maid of honor's and bridesmaids' bouquets
	_____ Reception-site fee		_____ Flower girl's accessories
	_____ Food		_____ Corsages
	_____ Cake		_____ Boutonnieres
	_____ Bar		_____ Reception centerpieces and decorations
	_____ Rentals		_____ subtotal _____
	_____ Couple's transportation		
	_____ Guests' transportation and parking		
_____ Tips and coat check			
_____ subtotal _____		<i>attire</i>	_____ Bride's dress
	_____ Headpiece and veil		
	_____ Bride's shoes		
	_____ Lingerie		
	_____ Jewelry and accessories		
	_____ Hair and makeup		
	_____ Groom's tuxedo or suit		
	_____ Groom's shoes		
	_____ Groom's accessories		
	_____ Bride's and groom's rings		
	_____ subtotal _____		
<i>photography</i>	_____ Photographer's fee	<i>music</i>	_____ Ceremony music
	_____ Engagement portrait		_____ Cocktail-hour music
	_____ Wedding album		_____ Reception music
	_____ Parents' albums		_____ subtotal _____
	_____ Additional prints		
	_____ Videography		
_____ subtotal _____		<i>gifts, favors, and extras</i>	_____ Maid of honor's gift
	_____ Bridesmaids' gifts		
	_____ Best man's gift		
	_____ Groomsmen's gifts		
	_____ Child attendants' gifts		
	_____ Bride's parents' gifts		
	_____ Groom's parents' gifts		
	_____ Guest-room gifts		
	_____ Favors		
	_____ Ring pillow		
	_____ Guest book		
	_____ subtotal _____		
<i>stationery</i>	_____ Save-the-date cards	<i>total</i> _____	
	_____ Invitations and envelopes		
	_____ Programs		
	_____ Seating cards, place cards, and menu cards		
	_____ Thank-you notes		
	_____ Postage		
	_____ Calligraphy		
	_____ Announcements		
_____ subtotal _____			

GUEST-LIST PLANNER

Once you've *finalized the list* for your wedding, use this planner to keep track of pertinent information such as phone numbers, addresses, who has responded, and how many thank-you notes you owe. Photocopy this page as many times as you need to.

Name(s) _____	Save-the-date card sent _____
Address _____	Invitation sent _____
_____	R.S.V.P. received _____
Telephone number _____	Thank-you sent _____
E-mail address _____	
Gift _____	Number attending _____
Name(s) _____	Save-the-date card sent _____
Address _____	Invitation sent _____
_____	R.S.V.P. received _____
Telephone number _____	Thank-you sent _____
E-mail address _____	
Gift _____	Number attending _____
Name(s) _____	Save-the-date card sent _____
Address _____	Invitation sent _____
_____	R.S.V.P. received _____
Telephone number _____	Thank-you sent _____
E-mail address _____	
Gift _____	Number attending _____
Name(s) _____	Save-the-date card sent _____
Address _____	Invitation sent _____
_____	R.S.V.P. received _____
Telephone number _____	Thank-you sent _____
E-mail address _____	
Gift _____	Number attending _____
Name(s) _____	Save-the-date card sent _____
Address _____	Invitation sent _____
_____	R.S.V.P. received _____
Telephone number _____	Thank-you sent _____
E-mail address _____	
Gift _____	Number attending _____

total guests this page _____

PHOTOGRAPHY PLANNER

To ensure that your photographer captures all *the most important moments* of your wedding on film, provide him or her with a list of specific events and names of important guests to photograph. Then designate a close friend or relative to help the photographer locate the people on it. Discuss which shots should be in color and which in black and white.

portraits

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|--|--|
| ☐ Bride | ☐ Bride with parents |
| ☐ Groom | ☐ Groom with parents |
| ☐ Bride and groom | ☐ Bride and groom with bride's parents |
| ☐ Bride, with detail of back of dress | ☐ Bride and groom with bride's family |
| ☐ Groom with best man | ☐ Bride and groom with groom's parents |
| ☐ Groom with groomsmen | ☐ Bride and groom with groom's family |
| ☐ Bride with maid of honor | ☐ Bride and groom with both sets of parents |
| ☐ Bride with bridesmaids | ☐ _____ |
| ☐ Ring bearer with flower girl | ☐ _____ |
| ☐ Entire wedding party | ☐ _____ |

prewedding

- | | |
|--|---|
| ☐ Bride and attendants getting ready | ☐ Bride leaving for ceremony |
| ☐ Groom and attendants getting ready | ☐ Groom leaving for ceremony |
| ☐ Mother or maid of honor helping bride get ready | ☐ _____ |
| ☐ Reception site being set up | ☐ _____ |
| | ☐ _____ |

ceremony

- | | |
|---|---|
| ☐ Signs directing guests to wedding | ☐ Special guests watching ceremony |
| ☐ Wedding programs | ☐ Wedding kiss |
| ☐ Ceremony site, with guests arriving | ☐ Bride and groom leading recessional |
| ☐ Ushers escorting special guests to their seats | ☐ Guests throwing rice or flower petals |
| ☐ Both sets of parents entering | ☐ Signing of wedding certificate |
| ☐ Groom walking down the aisle or awaiting bride | ☐ Bride's and groom's hands displaying rings |
| ☐ Bridal party at ceremony spot, awaiting bride | ☐ _____ |
| ☐ Child attendants walking down the aisle | ☐ _____ |
| ☐ Bride walking down the aisle | ☐ _____ |

reception

- | | |
|---|---|
| ☐ Friends signing guest book | ☐ Bride dancing with her father |
| ☐ Guests at cocktail hour | ☐ Groom dancing with his mother |
| ☐ Reception site, set for dinner | ☐ Guests dancing |
| ☐ Seating-cards display | ☐ Favors |
| ☐ Centerpieces | ☐ Wedding cake |
| ☐ Place settings | ☐ Bride and groom cutting the cake |
| ☐ People giving toasts | ☐ Bride and groom departing |
| ☐ Bride and groom listening to toasts | ☐ _____ |
| ☐ Group pictures of guests at each table | ☐ _____ |
| ☐ Bride and groom's first dance | ☐ _____ |

MUSIC PLANNER

Fill in this page with *your song choices*, and give a copy to musicians and deejays so they know what to play and when. It's a good idea to make a note of specific songs you don't want to hear as well. Will your bandleader also act as master of ceremonies at the reception? If so, be sure to discuss what you would like him or her to say.

ceremony

	<i>song</i>	<i>performed by</i>	<i>start time</i>
Prelude			
Processional			
Ceremony			
Recessional			

reception

	<i>song</i>	<i>performed by</i>	<i>start time</i>
Cocktail hour			
Couple's first dance			
Bride & father's dance			
Groom & mother's dance			
Guests' first dance			
Dinner			
Dancing			
Cake cutting			
Other special requests			
Last dance			
"Don't play" list			

other

	<i>song</i>	<i>performed by</i>	<i>start time</i>
Announcements, dedications, and toasts			

FLOWER PLANNER

It's easier to talk with your florist—and stay within your *budget for flowers*—if you begin with a complete list of the arrangements you want. We've included a list of flowers by season to get you started.

<i>wedding party</i>		<i>description</i>					
	Bride's bouquet						
	Bride's headpiece						
	Maid of honor's bouquet						
	Bridesmaids' bouquets						
	Flower girl's headpiece and basket						
	Groom's boutonniere						
	Best man's and groomsmen's boutonnieres						
	Ring bearer's boutonniere						
	Mothers' corsages						
	Other special guests' corsages						
	Fathers' boutonnieres						
	Other special guests' boutonnieres						
	Other						
<i>ceremony</i>		<i>description</i>					
	Aisle runner						
	Pew or chair decorations						
	Altar or huppa arrangements						
	Candles and holders						
	Other						
<i>reception</i>		<i>description</i>					
	Entryway arrangements						
	Bar decorations						
	Dining-table centerpieces						
	Bride's and groom's chair decorations						
	Buffet-table decorations						
	Cake and cake-table decorations						
	Powder-room arrangements						
	Other						
<i>flowers by season</i>	<i>year-round</i>	<i>spring</i>		<i>summer</i>		<i>fall</i>	<i>winter</i>
	Calla lily	Cherry blossom	Lily-of-the-valley	Astilbe	Lady's mantle	Autumn leaves	Amaryllis
	Carnation	Daffodil	Muscari	Cosmos	Larkspur	Chrysanthemum	Anemone
	Freesia	Dogwood	Peony	Dahlia	Marigold	Dahlia	Evergreen
	Gardenia	Forsythia	Quince	Daisy	Scabiosa	Hydrangea	Forced bulbs
	Lily	Hellebore	Sweet pea	Delphinium	Snapdragon	Seasonal berries	Paper-white
	Orchid	Hyacinth	Tulip	Garden rose	Violet	Sunflower	Poinsettia
	Ranunculus	Lilac	Viburnum	Gladiolus	Zinnia		
	Rose			Hollyhock			
	Stephanotis						

RECEPTION SEATING PLANNER

Use this worksheet along with your guest list to decide *who will sit with whom* at the reception. Give it to your calligrapher, or whoever is creating your seating cards, and to your caterer. If you will assign places at each table, sketch out the shapes and configuration of the tables, and transfer the names to your drawing. Photocopy this page as many times as you need to.

table no. _____

table no. _____

table no. _____

table no. _____

table no. _____

table no. _____
