

WEDDING PLANNER

Use this Wedding Planning Guide to keep track of your wedding budget and the many details needed to plan your perfect day!

Timeline

10-12 MONTHS BEFORE

- Announce your engagement.
- If desired, have an engagement party. Register beforehand for gifts.
- Create a budget.
- Select your wedding date and time.
- Check with venues, officiants, and other crucial parties before finalizing.
- Meet with your clergy to discuss premarital requirements including classes, counseling, etc.
- Determine the style of your wedding.
- If desired, hire a wedding consultant.
- Determine the size of your guest list.
- Choose and reserve locations for ceremony and reception.
- Select your bridal party.
- Begin shopping for wedding rings.
- Interview and select caterer.
- Interview and select photographer.
- Interview and select florist.
- Interview and select musicians/entertainment.
- Interview and select a videographer.

8-10 MONTHS BEFORE

- Research, shop for and order your gown, headpiece and accessories.
- Select your color scheme.
- Begin planning ceremony and reception details.
- Determine what type of entertainment you want.
- Complete arrangements with service professionals. Be sure to collect signed contracts and pay deposits.
- Meet with caterer to sample foods and plan menu.
- Plan all details of reception.
- Select attendants' apparel.
- Select type of music for ceremony and reception.
- Plan your floral décor for ceremony and reception.
- Research and reserve accommodations for out-of-town guests.
- Register for gifts.
- Select floral preservation company.

6-8 MONTHS BEFORE

- Contact rental companies for anything you need to rent such as tables, chairs, tents, etc. for ceremony or reception.
- Consult your travel agent about honeymoon plans.
- Order bridesmaids dresses.
- Order men's formal wear.
- Send out save-the-date cards, especially if you're marrying during a holiday season or having a destination wedding.
- Meet with beauty professionals to decide on what look you want for your special day.

4-6 MONTHS BEFORE

- Finalize guest list.
- 6 months: Order invitations, personal stationery, thank-you notes and wedding programs.
- Prepare and print map for invitations.
- Shop for wedding rings.
- Attend pre-wedding counseling, if required.
- Secure honeymoon reservations.
- Complete all gift registries.
- Have a hair and makeup rehearsal with headpiece.
- Begin addressing invitations once received.
- Interview and select a cake designer.
- Reserve transportation (limousine, carriage, etc.)
- Renew or get passports if needed.
- Schedule physical exams and update immunizations if needed.

2-4 MONTHS BEFORE

- Order wedding cake and groom's cake.
- Have formal portrait taken.
- Send local newspaper wedding announcement & photograph.
- Finish addressing invitations.
- Plan bridesmaids' luncheon.
- Plan attendants' gifts and gifts for each other.
- Review & finalize floral and decorating arrangements.
- Groom's family plans rehearsal dinner.
- Buy all wedding party shoes and send to dyer.

2 MONTHS BEFORE

- Mail invitations four to six weeks before wedding.
- Review details with all service professionals.
- Review ceremony with clergy.
- Make rehearsal dinner reservations.
- Make reservations for bridesmaids' luncheon.
- Make health and beauty appointments.
- Confirm honeymoon reservations.
- Select & purchase accessories such as toasting goblets, ring bearer's pillow, garter, cake knife, etc.
- Secure marriage license.
- Record gifts as they arrive and send thank-you notes.
- Write vows.

1 MONTH BEFORE

- Final gown and attendants' fittings.
- Have gown pressed and bring it home.
- Ensure all of your accessories are in order.
- Make sure all bridesmaids have their dresses and shoes ready for the wedding.
- Have groom pick up wedding rings.
- Make last minute adjustments with vendors.
- Order and plan welcome gifts for out-of-town guests.

2 WEEKS BEFORE

- Deliver shot lists to photographer/videographer.
- Deliver final song list to DJ/band including songs you don't want played.
- Bride: get your last haircut and color before wedding.
- Invite wedding party and guests to rehearsal dinner.
- Review reception seating; order place cards if necessary.
- Confirm wedding party transportation and arrival times.
- Confirm out-of-town guests lodging with reserved hotels.

Need another copy of our Wedding Planning Guide to share with the groom, the mother of the bride, or anyone else helping with your planning process? Visit www.TriadWeddings.com and download your FREE copy.

1 WEEK BEFORE

- Review final details with all service professionals.
- Give caterer and reception facility final guest count.
- Supply venue manager with a list of vendor requests such as a table for the DJ.
- Confirm honeymoon reservations and finish packing.
- Remind men to pick up formal wear/shoes and check for fit.
- Groom: get hair trimmed.
- Arrange for pickup for floral preservation.

2-3 DAYS BEFORE

- Deliver place cards, menus, disposable cameras, favors and any other items for table settings to the caterer/venue manager for setup.
- Arrange for guests pick-ups from the airport if needed.
- Deliver welcome baskets to hotel concierge including names and delivery instructions.

1 DAY BEFORE

- Provide all wedding professionals with an emergency phone number to call on wedding day.
- Write all checks for final balances to be paid at the end of the reception.
- Visit with out-of-town guests.
- Attend rehearsal and rehearsal dinner.
- Give your marriage license to your officiant.
- Present attendants with gifts at the rehearsal dinner.
- Get a good night's sleep!

YOUR WEDDING DAY

- Present parents and each other with gifts.
- Give wedding bands to the best man and maid of honor to hold during ceremony.
- Have a "go to" person introduced to the venue manager in case there are any problems during the reception.
- Give yourself a few moments alone to relax.
- Be pampered and have hair and makeup done.
- Get married and enjoy your day!

Budget

RINGS

- Engagement Ring _____
- Bride's Wedding Ring _____
- Groom's Wedding Ring _____
- Subtotal** _____

CEREMONY

- Ceremony Site Fee _____
- Officiant _____
- Marriage License _____
- Aisle Runner _____
- Candles/Candelabra _____
- Other _____
- Subtotal** _____

RECEPTION

- Reception Site Fee _____
- Food, Service, Tax & Gratuity _____
- Beverage/Bar Corkage Fee _____
- Cake/Cake Cutting Fee _____
- Rental Items _____
- Other _____
- Subtotal** _____

WEDDING ATTIRE

Bride:

- Bride's Gown _____
- Alterations _____
- Headpiece/Veil _____
- Jewelry/Accessories _____
- Lingerie, Hosiery, Garter _____
- Shoes _____
- Hair, Makeup _____
- Manicure/Pedicure _____
- Other _____

Groom:

- Groom's Formalwear _____
- Neckwear/Cufflinks _____
- Accessories _____
- Shoes _____
- Other _____
- Subtotal** _____

PHOTOGRAPHY

- Photographer's Fee _____
- Engagement Portrait _____
- Formal Wedding Portrait _____
- Proofs _____
- Wedding Album _____
- CD/DVD _____
- Candid's _____
- Other _____
- Subtotal** _____

VIDEOGRAPHY

- Videographer's Fee _____
- DVD _____
- Additional Copies _____
- Photo Montage Video to Music _____
- Edited Highlights of Ceremony _____
- Projector Rental _____
- Other _____
- Subtotal** _____

MUSIC

- Ceremony _____
- Reception _____
- Other _____
- Subtotal** _____

FLOWERS

- Bride's Bouquet _____
- Attendant's Bouquets _____
- Groom's Boutonniere _____
- Attendant's Boutonnieres _____
- Assistants Corsages/Boutonnieres _____
- Ceremony Flowers _____
- Reception Flowers _____
- Decorations (Vases, Balloons, etc.) _____
- Other _____
- Subtotal** _____

CAKE

- Cake _____
- Cake Topper _____
- Cake Knife & Server _____
- Subtotal** _____

Budget

STATIONERY

- Announcements _____
- Save the Date Cards _____
- Invitations & Envelopes _____
- Postage _____
- Ceremony Programs _____
- Placecards _____
- Calligrapher _____
- Thank You Notes _____
- Informal Stationery _____
- Other _____

Subtotal _____

TRANSPORTATION

- Wedding Transportation
(Limousine, Carriage, etc.) _____
- Guest Transportation _____
- Parking _____
- Other _____

Subtotal _____

GIFTS

- Maid/Matron of Honor _____
- Bridesmaids _____
- Best Man _____
- Groomsmen _____
- Ushers _____
- Child Attendants _____
- Bride & Groom _____
- Bride's Parents _____
- Groom's Parents _____
- Out-of-Town Guests _____
- Pre-Wedding Party Hosts _____
- Personal Soloists/Musicians _____
- Other _____

Subtotal _____

FAVORS

- Flower Girl's Basket _____
- Ring Bearer's Pillow _____
- Guest Book & Pen _____
- Unity Candle, Kiddush Cup _____
- Other _____

Subtotal _____

EXTRAS

- Wedding Coordinator _____
- Disposable Cameras _____
- Bridesmaids' Dresses/Shoes _____
- Groomsmen's Formalwear _____
- Flower Girl's Dress _____
- Ring Bearer's Attire _____
- Bridesmaids' Luncheon _____
- Toasting Glasses _____
- Other _____

Subtotal _____

TOTAL WEDDING BUDGET

- Rings _____
- Ceremony _____
- Reception _____
- Wedding Attire _____
- Photography _____
- Videography _____
- Music _____
- Flowers _____
- Cake _____
- Stationery _____
- Transportation _____
- Gifts _____
- Favors _____
- Extras _____

Total _____

Cake

CAKE STYLE

Type of Cake _____

Type & Flavor of Filling _____

Type & Flavor of Icing _____

Date to Taste Samples _____

Chosen Baker/Location _____

Notes _____

CAKE ACCESSORIES

Cake Topper _____

Cake Flowers _____

Cake Decorations _____

Cake Stand(s) _____

Cake Box(es) _____

Cake Knife & Server _____

GROOM'S CAKE

Type of Cake _____

Type & Flavor of Filling _____

Type & Flavor of Icing _____

Notes _____

SET-UP DETAILS

Location _____

How to Decorate Cake Table _____

What to Save for Bride & Groom _____

Person to Save & Freeze the Cake _____

Person to Store Cake Top, Knife & Server _____

Person to Return Cake Stand to Baker _____

Catering

TYPE

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

SERVICE

- Cocktails
- Passed Hors d'oeuvres
- Hors d'oeuvres Tables
- Seated Meal
- Buffet

COURSES

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

ENTREES

- Beef
- Chicken
- Vegetarian
- Pork
- Seafood
- Lamb
- Pasta

SPECIAL

- Vegetarian
- Kosher
- Halal
- Other

ALCOHOL

- Full Bar
- Beer & Wine Only
- Wine with Dinner
- Champagne Toast
- Specialty Cocktail

RENTALS

- Tables
- Chairs/Chair Covers
- China, Glassware, Silverware, Serving Dishes
- Linens
- Number of Servers
- Other

Reception

LOCATION

- Dates Available _____
- Indoor/Outdoor _____
- Same Site as Ceremony _____
- Distance from Ceremony _____
- Size/Guest List Count _____
- On Site Wedding Planner _____

VENUE SERVICES

- Dressing/Changing Areas
- Overnight Accommodations
- Restrooms
- Food
- Beverage/Alcohol
- Handicap Access
- Parking/Valet
- Coat Check
- On-site Wedding Coordinator
- Cake Cutting Service
- Other Events on Your Date
- Rental Items
- Other

DECORATIONS

- Head Table _____
- Guest Tables _____
- Cake Table _____
- Guest Book Table _____
- Gifts Table _____
- Restrictions _____
- Other _____

Fashion

BRIDE

Size	Description
	Gown
	Headpiece
	Veil
	Shoes
	Jewelry & Accessories
	Lingerie (bra, bustier, slip)
	Hosiery
	Garter
	Wrap, Jacket or Gloves
	Other

BRIDESMAIDS

Gown	Shoes	Jewelry & Accessories	Hosiery	Other

Name	Shoe Size	Gown Size

GROOM

Size	Description
	Coat
	Shirt
	Vest/Cumberbund
	Trousers
	Neckwear
	Cufflinks
	Shoes/Socks

GROOMSMEN

Vest & Cumberbund	Trousers	Neckwear	Cufflinks	Shoes/Socks

Name	Shoe Size	Gown Size

Flowers

Wedding Party	Description	Quantity
Bride's Bouquet		
Bride's Toss Bouquet		
Bride's Going-Away Corsage		
Maid/Matron of Honor's Bouquet		
Bridesmaids' Bouquet		
Flower Girl's Bouquet/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	Quantity
Alter/Chuppah		
Candles/holders		
Pew/Aisle Markers		
Other		

Reception	Description	Quantity
Entryway		
Head Table Centerpiece		
Parents' Table Centerpieces		
Guest Table Centerpieces		
Reception Room		
Cake & Cake Table		
Gift Table		
Guest Book Table		
Other		

Floral Preservation	Description	Quantity

Stationery

Ceremony	Description	Quantity
	Announcements	
	Save the Date Cards	
	Invitations & Envelopes	
	Ceremony Programs	
	Place Card Settings	
	Calligraphy	
	Thank You Notes	
	Informal Stationery	
	Guest Book	
	Other	

Music/Entertainment

Ceremony	Song	Start Time
	Prelude	
	Processional	
	Service	
	Recessional	
	Postlude	
	Other	

Reception	Song	Start Time
	Cocktail Hour	
	Newlyweds' Arrival	
	Bride & Groom first dance	
	Bride & Father dance	
	Groom & Mother dance	
	Guests' first dance	
	Dinner	
	Cake Cutting	
	Tossing the bouquet	
	Throwing the garter	
	Last dance	
	Other	

Photography

BRIDE

- 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 attendants
- Bride with groomsmen
- Bride with ring bearer, flower girl

GROOM

- 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 attendants
- Groom with bridesmaids

BRIDE & GROOM

- Bride & Groom together
- Bride & Groom with each set of parents
- Bride & Groom with entire wedding party
- Close-up of wedding rings
- Bride & Groom signing marriage certificate

PRE-WEDDING

- Bride getting ready
- Bride putting on veil
- Candid shots of bride/bridesmaids preparing
- Groom getting ready
- Candid shots of groom/groomsmen preparing
- Front of ceremony location
- Guests arriving

CEREMONY

- Musicians
- Attendants entering ceremony
- Seating of parents
- Attendants walking down aisle
- Flower girl/Ring bearer walking down aisle
- Groom entering ceremony
- Clergy, groom, best man at alter
- Bride & father walking down aisle

- Father giving bride's hand to groom
- Guests watching ceremony
- Candids throughout
- Vow exchange
- Ring ceremony
- Unity candle/Kiddush cup ceremony, etc.
- Signing of marriage certificate
- Bride and Groom kiss
- Recessional
- Other

RECEPTION

- Guests at party
- Guests signing guest book
- Placecards
- Centerpieces, place settings, meals
- Favors
- Toasts
- Candid shots throughout
- Musicians
- Bride & Groom's first dance
- Bride & Father dance
- Groom & Mother dance

- Guests dancing
- Cake, cake table & cake cutting
- Bride & Groom feeding each other cake
- Bouquet toss
- Garter removal & toss
- Transportation vehicle
- Newlyweds departing
- Guests throwing rice, etc.
- Other

OTHER

- Engagement session
- Bridal portrait
- Rehearsal dinner

Wedding party contacts

Name	Phone Number(s)
Bridesmaids	
Groomsmen	
Ushers	

Name	Phone Number(s)
Flower Girl	
Ring Bearer	
Wedding Coordinator/Planner	
Cake Cutting Attendant	
Gift Table Attendant	
Personal Soloists/Musicians	
Other	

Vendor Costs

Vendors	Contact/Phone	Payment Info	Amount	Deposit	Balance Due
Accommodations					
Bridesmaid Dresses					
Cake					
Calligrapher					
Catering					
Ceremony Site					
Favors					
Flowers					
Floral Preservation					
Hair/Makeup					
Honeymoon/Travel					
Invitations					
Jewelry/Wedding Rings					
Music/Entertainment					
Officiant					
Photographer					
Reception Site					
Rehearsal Dinner					
Rentals					
Transportation					
Videographer					
Wedding Coordinator					
Other					
TOTAL					

Notes
