

Timeline & Checklist

Timeline & Checklist

12 MONTHS OUT

- SET A BUDGET
- SET A DATE
- SEARCH VENDORS
- SEARCH INVITATIONS
- PICK WEDDING PARTY
- START GUEST LIST
- HIRE PLANNER
- SET VENUE VISITS
- SEARCH THEMES
- LOOK AT REGISTRY OPTIONS
- SEARCH CATERERS

8 - 12 MONTHS OUT

- DETERMINE THEME
- FINALIZE BRIDAL ATTIRE
- PLAN FOOD/BAR MENU
- BOOK ALL VENDORS
- HIRE PHOTOGRAPHER
- SEND SAVE-THE-DATE
- START WEDDING WEBSITE
- SEARCH HOTELS
- BOOK CEREMONY
- ORDER WED. DRESS
- BOOK RECEPTION
- CONTRACT ENTERTAINMENT
- START GUEST LIST
- BOOK RENTALS

6 - 8 MONTHS OUT

- ORDER INVITATIONS
- PICK BRIDAL PARTY ATTIRE
- PLAN DAY-OF TRANSPORTATION
- SET ROLES FOR CEREMONY
- START PLANNING HONEYMOON
- SET DAY-OF RUN OF SHOW
- MEET WITH OFFICIANT
- SET DÉCOR AND CENTERPIECES

4 - 6 MONTHS OUT

- FINALIZE CEREMONY DETAILS
- PURCHASE WEDDING RINGS
- FINALIZE PLANS FOR REHEARSAL
- COMPLETE DRESS FITTINGS
- CHOOSE DETAILS FOR BRIDAL ATTIRE
- BOOK WEDDING NIGHT
- WORK ON SHOWER GUEST LIST
- START TO PLAN FIRST DANCE
- CHOOSE MUSIC

3 MONTHS OUT

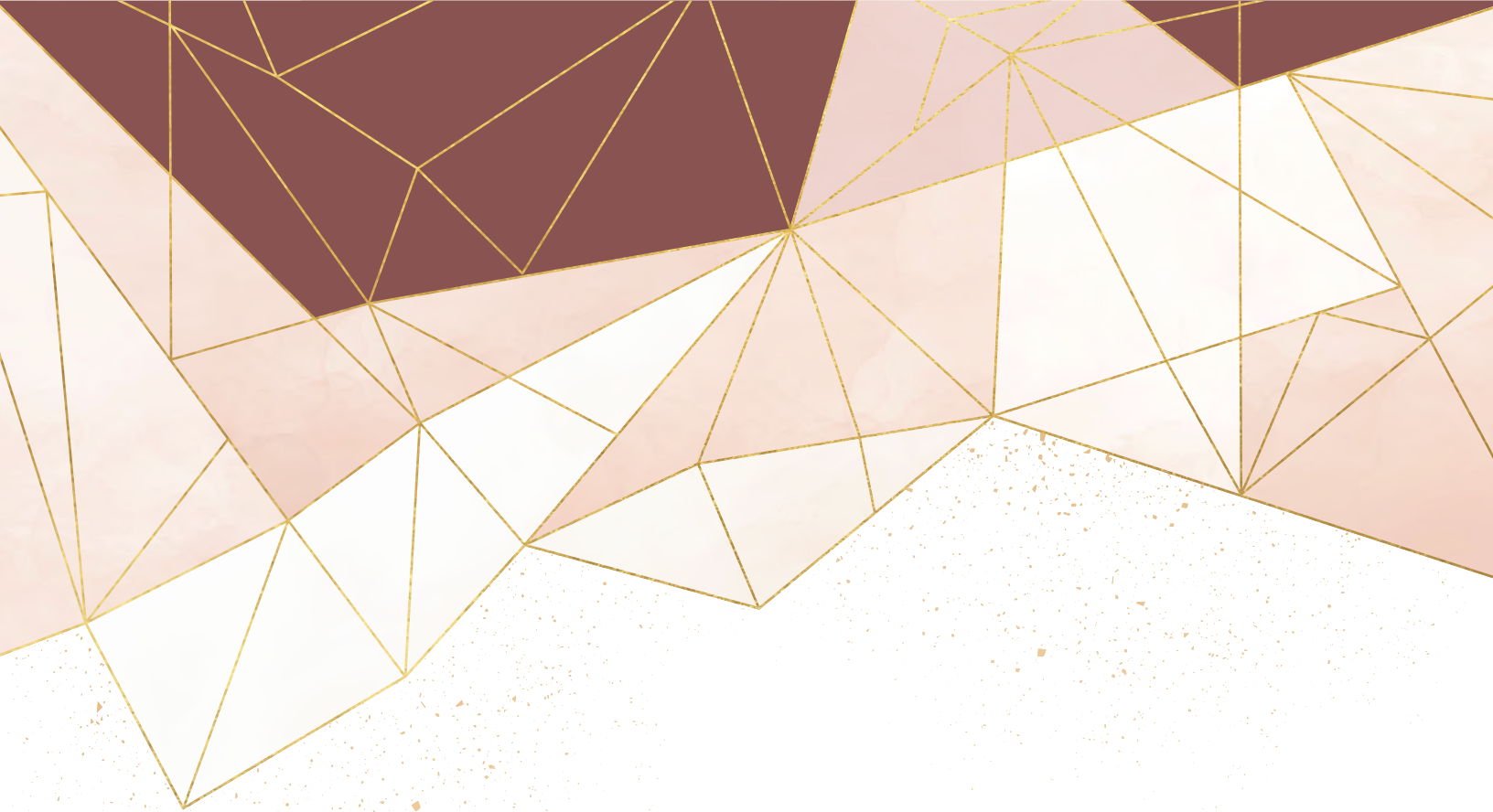
- ORDER WEDDING CAKE
- FINALIZE MENU
- CHOOSE A CARD BOX
- ORDER WEDDING FAVORS
- FINALIZE LIST OF TOASTS
- PRINT MENU CARDS
- PLAN EXIT FROM RECEPTION
- SELECT GUEST BOOK
- ORDER FLOWERS
- CONTRACT ENTERTAINMENT

2 MONTHS OUT

- WRITE VOWS
- BOOK MAKEUP ARTIST
- BOOK HAIRSTYLIST
- MEET WITH DJ OR BAND
- MAIL OUT INVITATIONS
- GET GIFTS FOR BRIDAL PARTY
- SELECT GUEST BOOK
- MEET WITH PHOTOGRAPHER

1 MONTH OUT

- APPLY FOR MARRIAGE LICENSE
- SEND OUT REHEARSAL INVITES
- CONFIRM TIMES WITH VENDORS
- FINALIZE WEDDING PROGRAM
- CHECK RSVP COUNT
- PLAN PAYMENTS
- PLAY DAY-OF SCHEDULE
- PREPARE SEATING CHART



Budget

Budget

VENUES \$ _____

CATERING \$ _____

RENTALS \$ _____

STATIONARY \$ _____

BRIDAL ATTIRE \$ _____

DECORATIONS & FLOWERS \$ _____

PHOTOGRAPHY & VIDEO \$ _____

ENTERTAINMENT \$ _____

BRIDAL PARTY GIFTS \$ _____

WEDDING FAVORS \$ _____

TRANSPORTATION \$ _____

HOTEL ACCOMMODATIONS \$ _____

TOTAL OVERALL BUDGET \$ _____

Budget Detail

	BUDGETED	ESTIMATE	ACTUALS
VENUE			
CEREMONY			
RECEPTION			
CATERING			
RENTALS			
STATIONERY			

	BUDGETED	ESTIMATE	ACTUALS
ENTERTAINMENT			
BRIDAL GIFTS			
FAVORS			
TRANSPORT			

	BUDGETED	ESTIMATE	ACTUALS
BRIDAL ATTIRE			
DRESS			
GROOM TUX			
ACCESSORIES			
DECOR			
FLORALS			
PHOTO			

	BUDGETED	ESTIMATE	ACTUALS
HOTEL			
MISC.			

Vendor List

VENUE

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

CATERER

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

RENTALS

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

STATIONER

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

BRIDAL SHOP

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

TUXEDO SHOP

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

FLORIST

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

PHOTOGRAPHER

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

VIDEOGRAPHER

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

DJ/LIVE MUSIC

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

TRANSPORTATION

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

HOTEL

COMPANY NAME:

CONTACT NAME:

ADDRESS:

E-MAIL:

DEPOSIT DUE:

PAYMENT DUE:

PAID ON:

COMPANY NAME:
CONTACT NAME:
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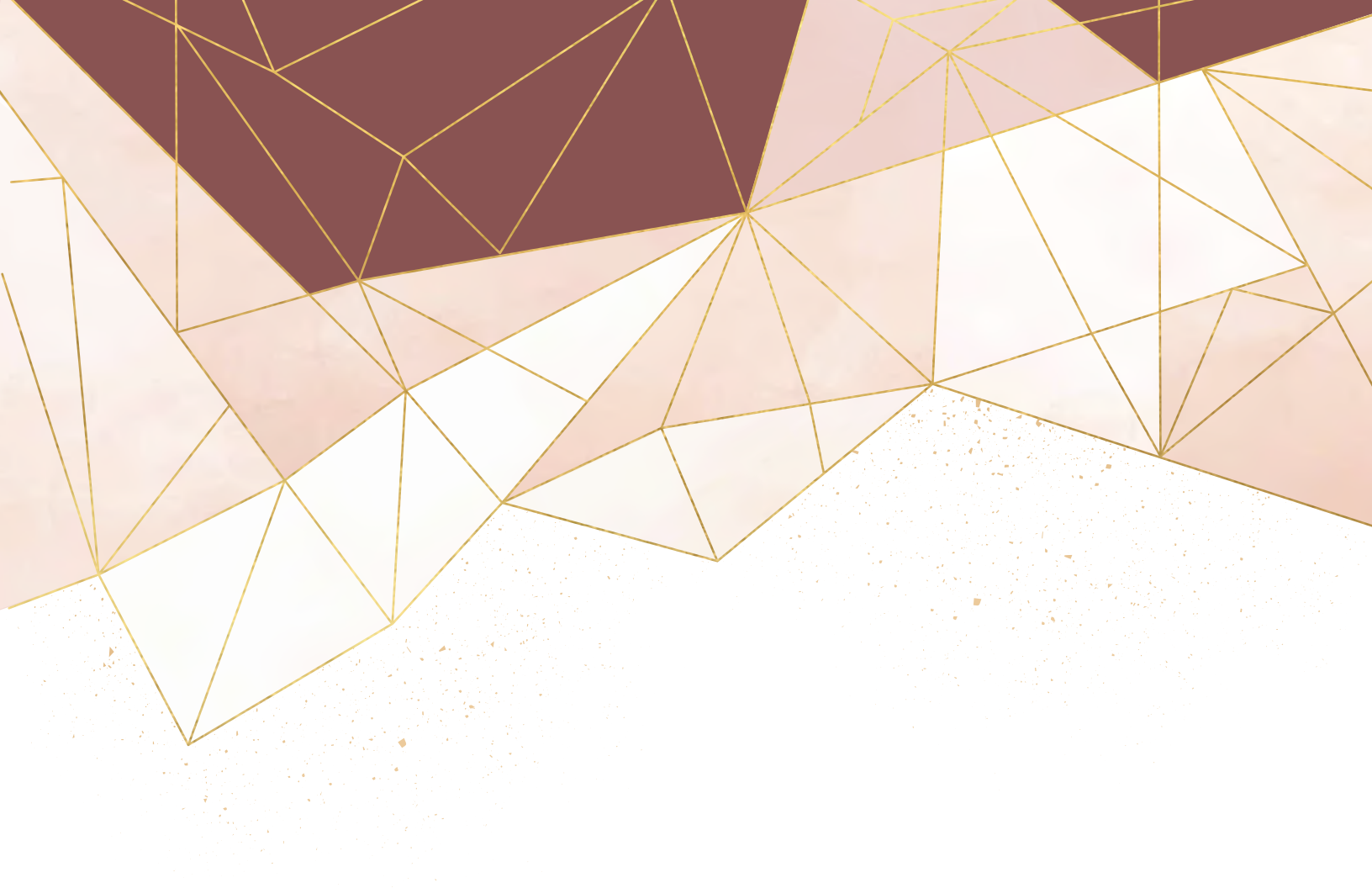
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DEPOSIT DUE:
PAYMENT DUE:
PAID ON:



Invitations

Invitations

WEDDING DATE _____

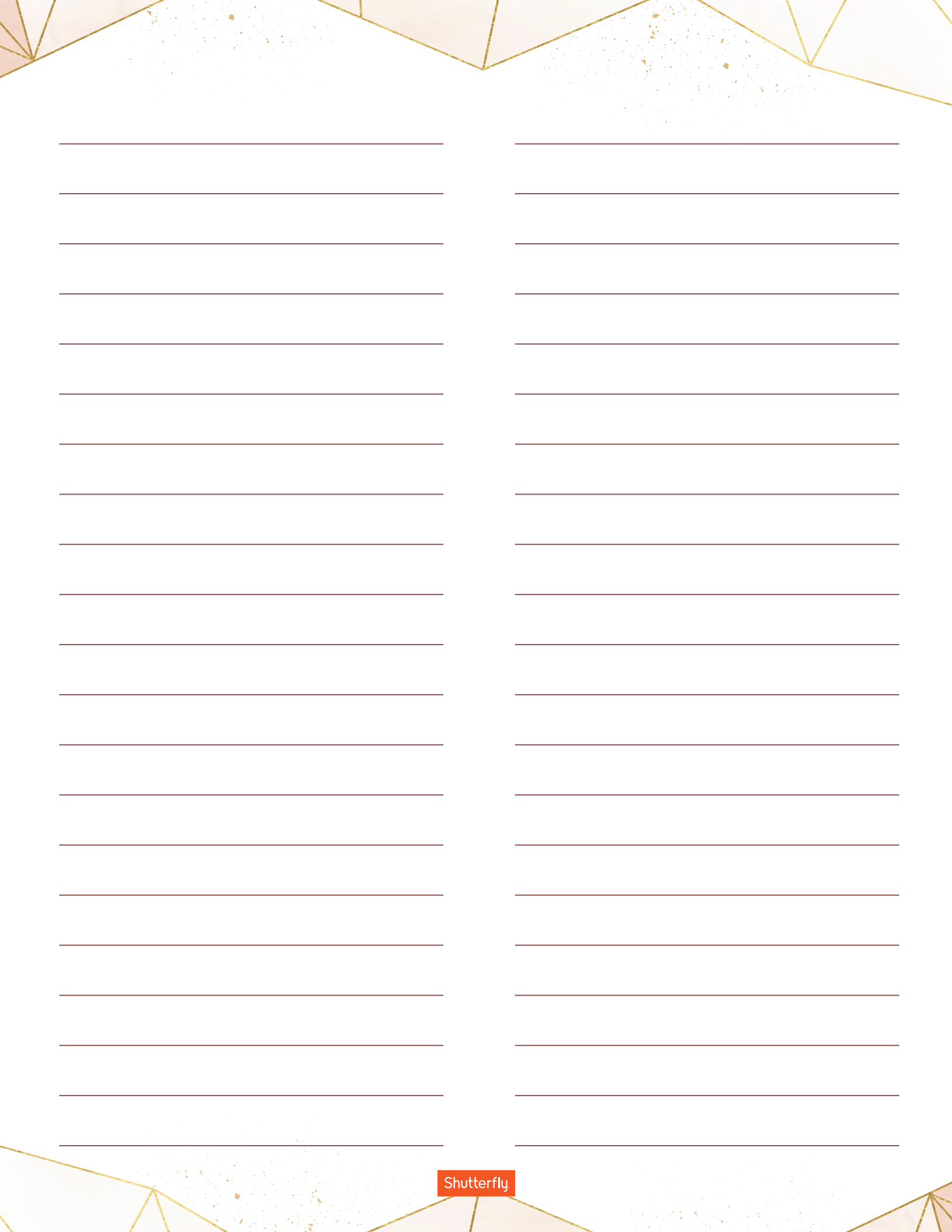
HEADCOUNT DUE TO VENDORS ON:

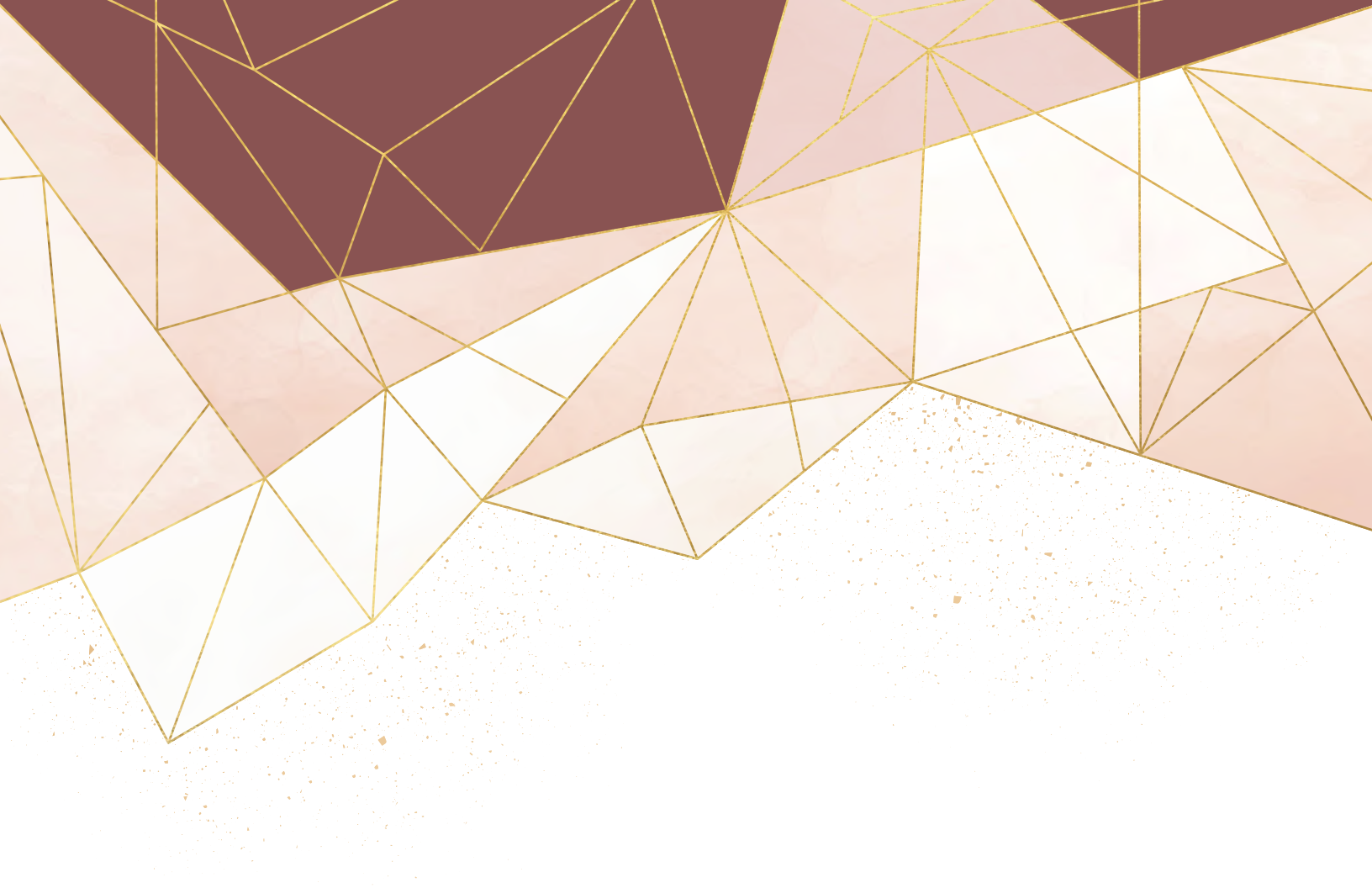
- VENUE _____
- RENTALS _____
- CATERER _____
- STATIONER _____

INVITE SEND BY DATE: _____

INVITE WORDING:

[illegible][illegible]





Attire

Bridal Attire

WEDDING DRESS

VENDOR _____ STYLE# _____ ORDER BY _____

FITTING APPOINTMENTS _____

ACCESSORIES

— VEIL/HEADPIECE

— JEWELRY

— SHOES

— GARTER

— LINGERIE

— HOSIERY

— MANI/PEDI

— HAIR STYLING

— MAKEUP

— GOING AWAY OUTFIT

Groom's Attire

TUXEDO

VENDOR _____ STYLE# _____ ORDER BY _____

FITTING APPOINTMENTS _____

ACCESSORIES

— BOUTONNIERE

— WRIST WATCH

— CUFFLINKS

— POCKET SQUARE

— SHOES

— NECKWEAR

— VEST

— HAIR STYLING

— TIE CLIP

— GOING AWAY OUTFIT

Wedding Party Attire

BRIDESMAIDS:

ATTIRE _____ ORDERED _____ ORDER BY _____

PARTICIPANTS _____

GROOMSMEN:

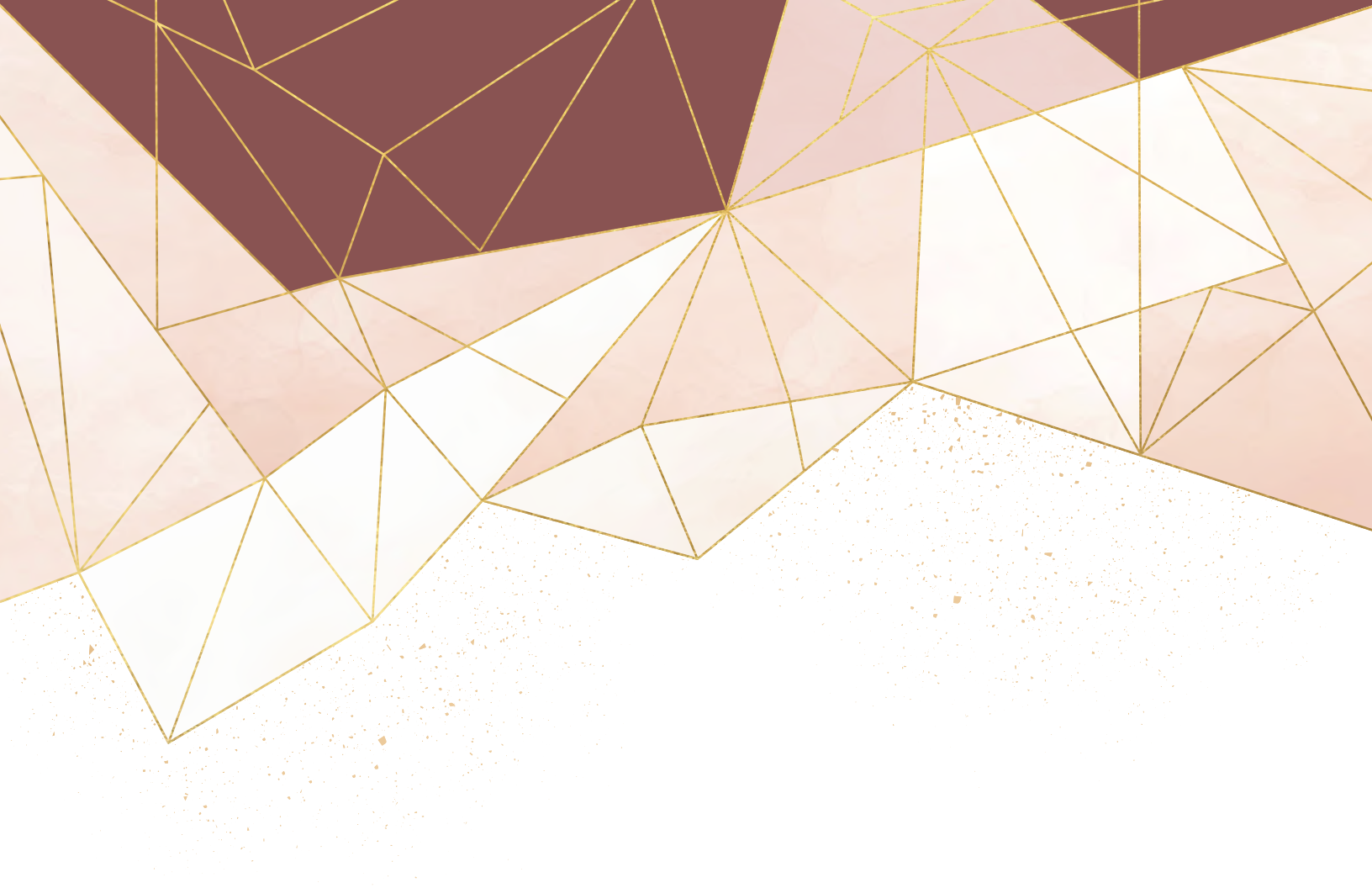
ATTIRE _____ ORDERED _____ ORDER BY _____

PARTICIPANTS _____

FLOWER GIRLS & RING BEARERS:

ATTIRE _____ ORDERED _____ ORDER BY _____

PARTICIPANTS _____



Rehearsal Dinner

Rehearsal Dinner

LOCATION _____ RESERVE BY _____

INVITATIONS SENT DATE _____ DEPOSIT BY _____

FLOWER & DECOR CONTACT _____

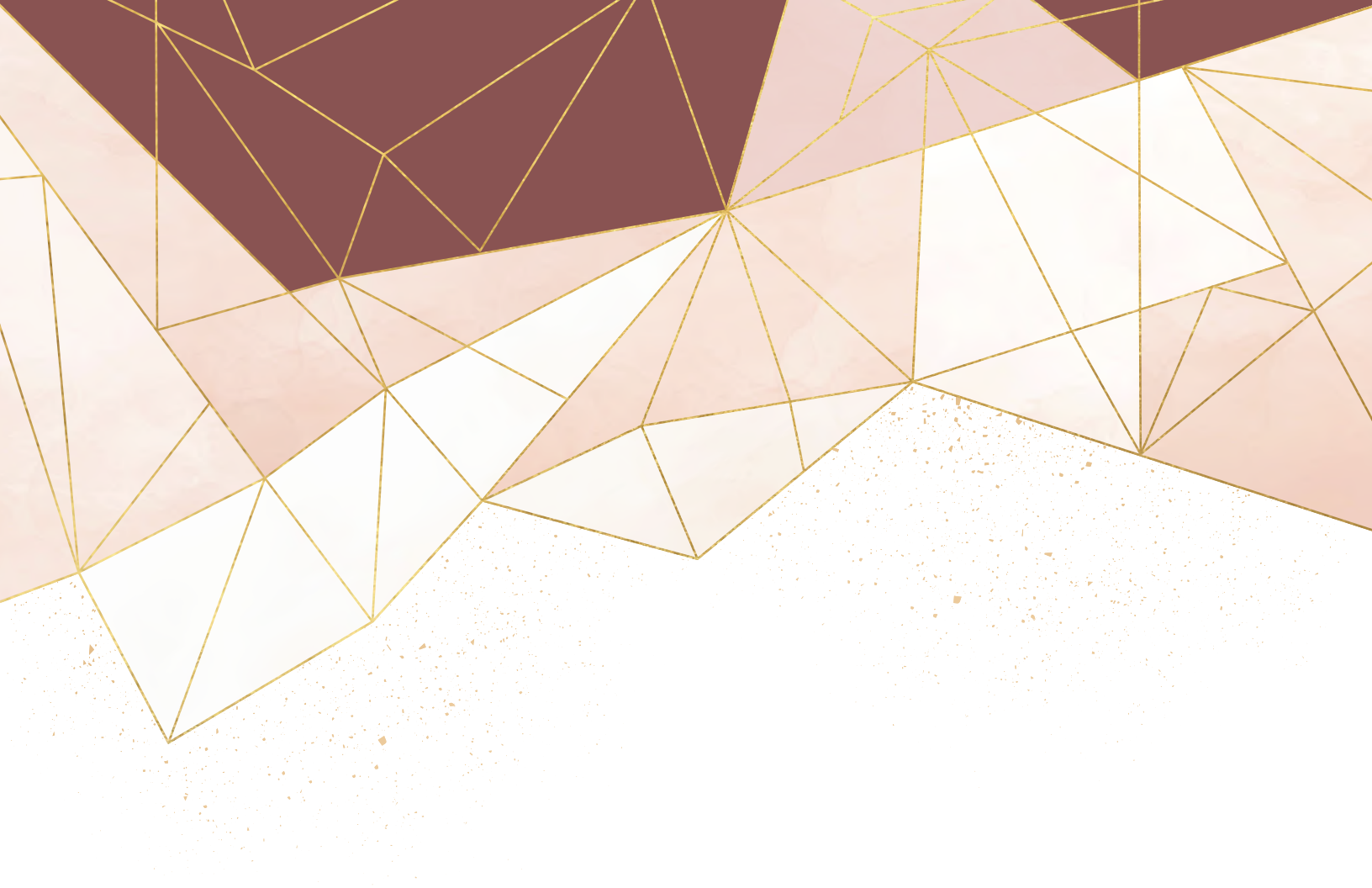
PRINTED MENU ORDER BY _____

PRINTED MENU COPY

TOAST PARTICIPANTS

_____	_____	_____
_____	_____	_____

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Reception

Seating Assignments

TABLE # ____

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Music & Songs

ARRIVAL OF NEWLYWEDS _____

FIRST DANCE _____

FATHER-DAUGHTER DANCE _____

MOTHER-SON DANCE _____

COCKTAIL HOUR MUSIC STYLE _____

DINNER TIME MUSIC STYLE _____

DANCING MUSIC STYLE _____

SPECIAL REQUEST SONGS

Menu Planning

CATERER _____ ORDER BY _____ DEPOSIT BY _____

PRE-DINNER APPETIZERS _____

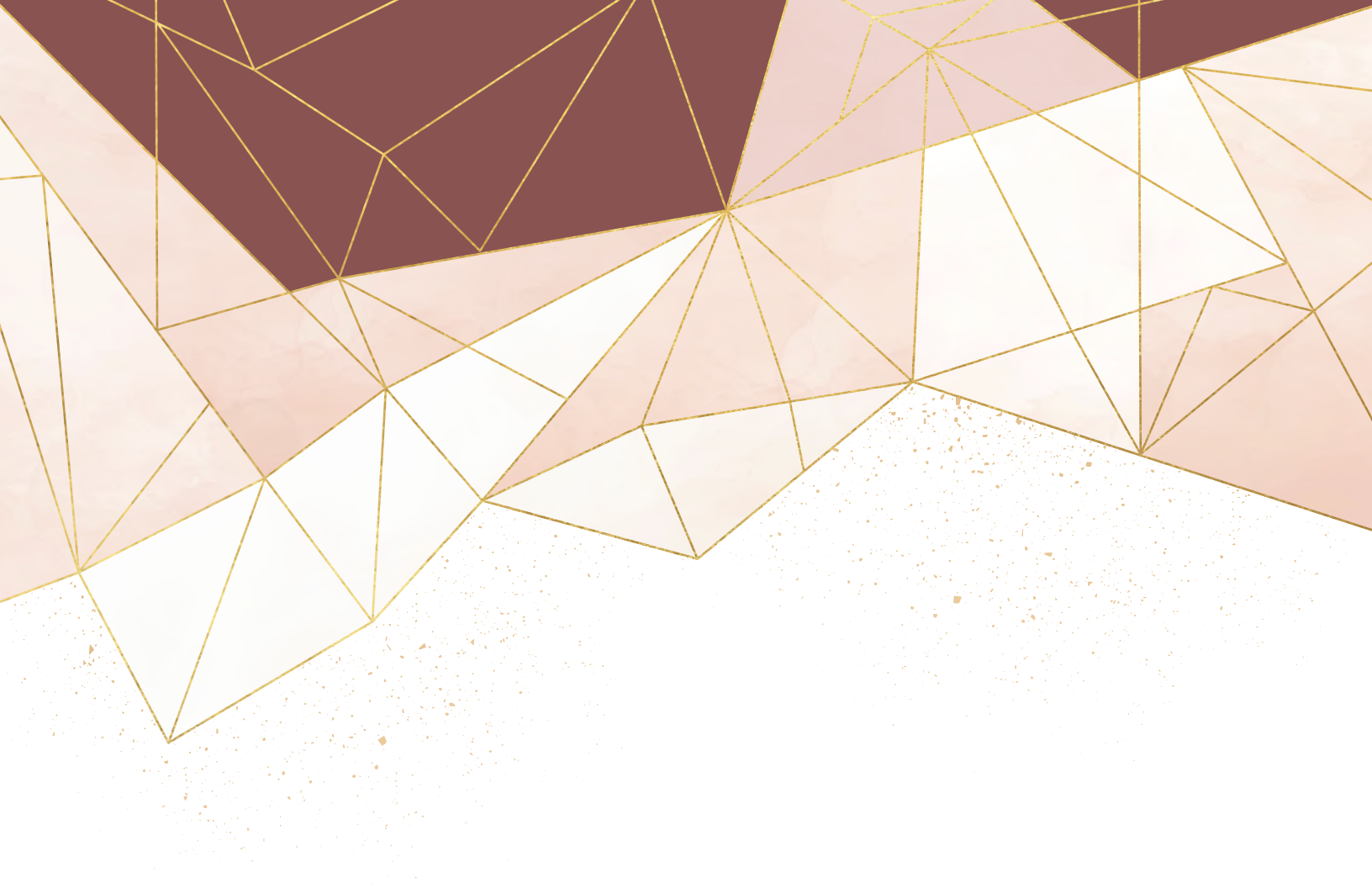
DESSERT CHOICES _____

MAIN COURSE CHOICES _____

WINE & DRINK CHOICES _____

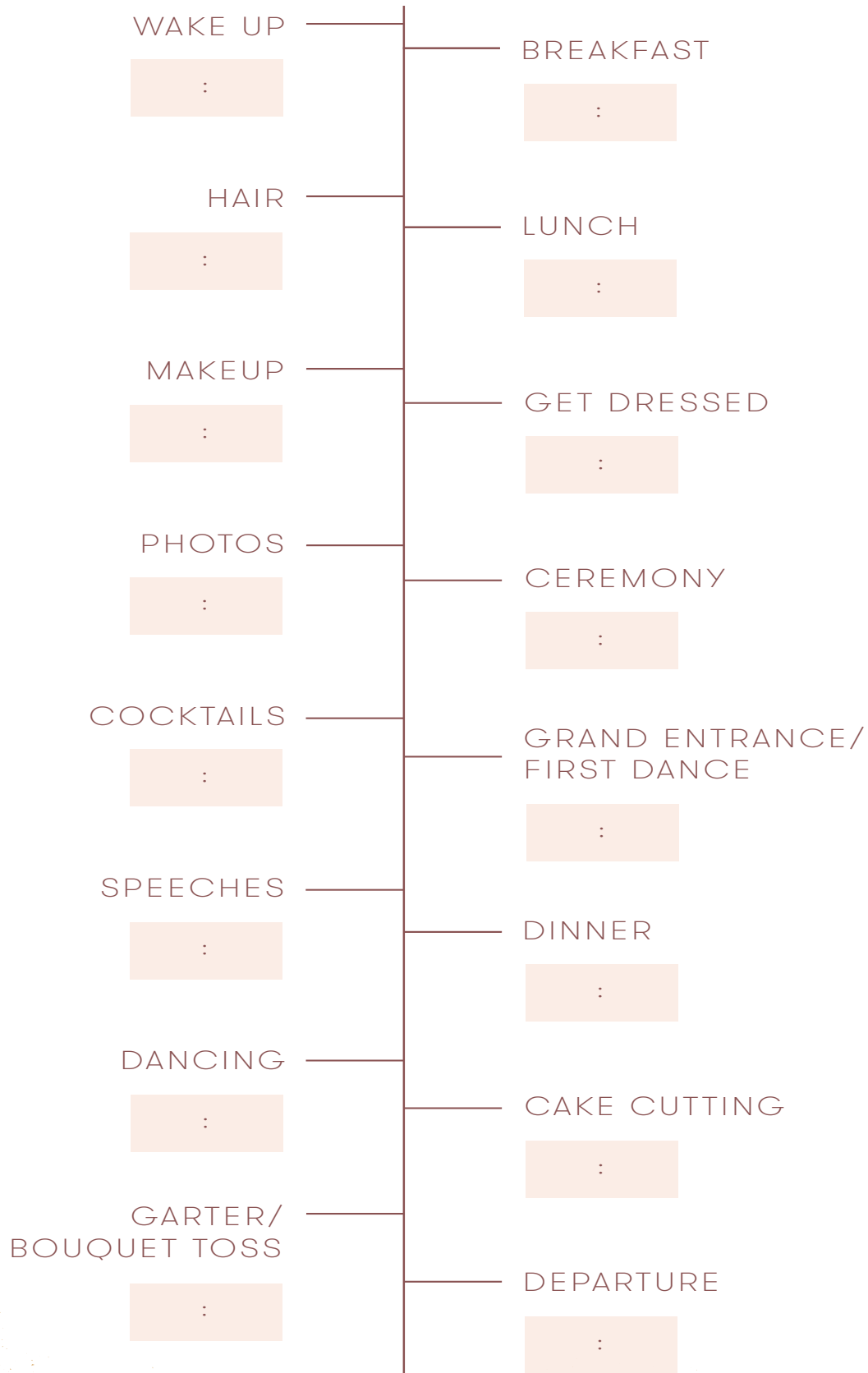
DESSERT CHOICES _____

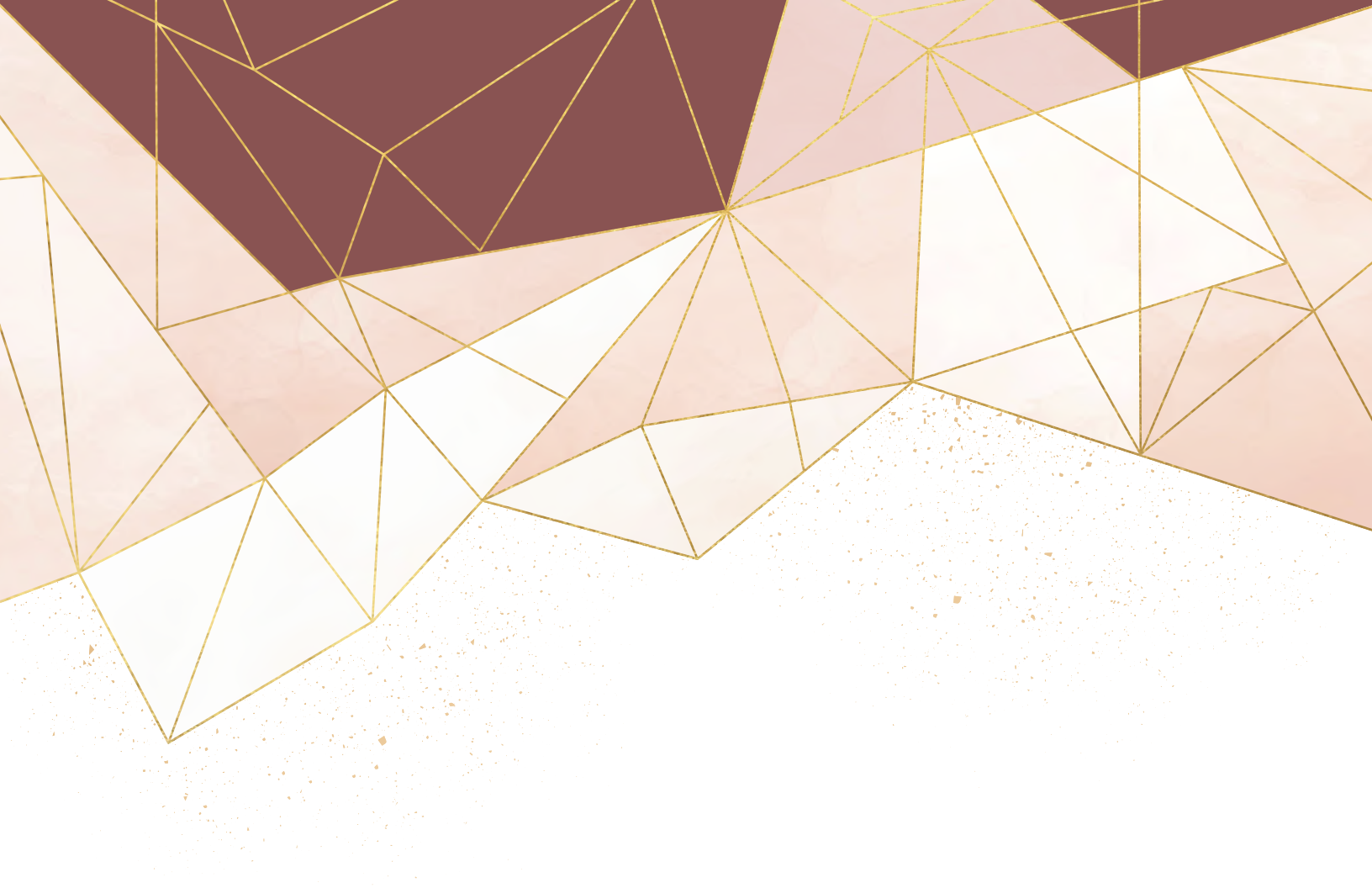
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Wedding Day

Wedding Day Timeline





Honeymoon

Honeymoon

DESTINATION _____ BOOK BY _____

TRAVEL AGENT & PHONE _____

AIRPORT _____ AIRLINE _____

TERMINAL _____ GATE _____

TRAIN INFO _____

RENTAL CAR INFO _____

HOTEL _____ CONFIRMATION # _____

ITINERARY

