

## 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

— START PLANNING HONEYMOON

\_\_ SET DAY-OF RUN OF SHOW

\_\_ MEET WITH OFFICIANT

\_\_ SET ROLES FOR CEREMONY \_\_\_ SET DÉCOR AND CENTERPIECES



### 4 - 6 MONTHS OUT \_\_ FINALIZE CEREMONY DETAILS \_\_ BOOK WEDDING NIGHT \_\_ PURCHASE WEDDING RINGS \_\_\_ WORK ON SHOWER GUEST LIST \_\_ FINALIZE PLANS FOR REHEARSAL \_\_ START TO PLAN FIRST DANCE \_ COMPLETE DRESS FITTINGS \_\_ CHOOSE MUSIC \_ CHOOSE DETAILS FOR BRIDAL ATTIRE 3 MONTHS OUT \_ ORDER WEDDING CAKE - PRINT MENU CARDS \_\_ PLAN EXIT FROM RECEPTION \_\_ FINALIZE MENU \_\_ CHOOSE A CARD BOX \_\_ SELECT GUEST BOOK \_ ORDER WEDDING FAVORS \_ ORDER FLOWERS \_\_ CONTRACT ENTERTAINMENT \_\_ FINALIZE LIST OF TOASTS 2 MONTHS OUT \_\_ WRITE VOWS \_\_ MAIL OUT INVITATIONS \_\_ GET GIFTS FOR BRIDAL PARTY \_\_ BOOK MAKEUP ARTIST \_\_ SELECT GUEST BOOK \_\_ BOOK HAIRSTYLIST \_\_ MEET WITH PHOTOGRAPHER \_\_ MEET WITH DJ OR BAND 1 MONTH OUT \_\_ APPLY FOR MARRIAGE LICENSE \_\_ CHECK RSVP COUNT \_\_\_ SEND OUT REHEARSAL INVITES \_\_\_ PLAN PAYMENTS \_\_ CONFIRM TIMES WITH VENDORS \_\_ PLAY DAY-OF SCHEDULE \_ FINALIZE WEDDING PROGRAM \_\_\_ PREPARE SEATING CHART



### 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
			<b>V</b>
BRIDAL ATTIRE			
DRESS			
GROOM TUX			
ACCESSORIES			
DECOR			
FLORALS			
РНОТО			

	BUDGETED	ESTIMATE	ACTUALS
HOTEL			
MISC.			

# VENDOR LIST



VENUE	CATERER
COMPANY NAME:	COMPANY NAME:
CONTACT NAME:	CONTACT NAME:
ADDRESS:	ADDRESS:
E-MAIL:	E-MAIL:
DEPOSIT DUE:	DEPOSIT DUE:
PAYMENT DUE:	PAYMENT DUE:
PAID ON:	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
Ī	COMPANY NAME:
	CONTACT NAME:
	ADDRESS:
	E-MAIL:
	DEPOSIT DUE:
	PAYMENT DUE:
ľ	PAID ON:





FLORIST	PHOTOGRAPHER
COMPANY NAME:	COMPANY NAME:
CONTACT NAME:	CONTACT NAME:
ADDRESS:	ADDRESS:
E-MAIL:	E-MAIL:
DEPOSIT DUE:	DEPOSIT DUE:
PAYMENT DUE:	PAYMENT DUE:
PAID ON:	PAID ON:
VIDEOGRAPHER	DJ/LIVE MUSIC
COMPANY NAME:	COMPANY NAME:
CONTACT NAME:	CONTACT NAME:
ADDRESS:	ADDRESS:
E-MAIL:	E-MAIL:
DEPOSIT DUE:	DEPOSIT DUE:
PAYMENT DUE:	PAYMENT DUE:
PAID ON:	PAID ON:
TRANSPORTATION	HOTEL
COMPANY NAME:	COMPANY NAME:
CONTACT NAME:	CONTACT NAME:
ADDRESS:	ADDRESS:
E-MAIL:	E-MAIL:
DEPOSIT DUE:	DEPOSIT DUE:



PAID ON:

PAYMENT DUE:

PAYMENT DUE:

PAID ON:



COMPANY NAME:	COMPANY NAME:
CONTACT NAME:	CONTACT NAME:
ADDRESS:	ADDRESS:
E-MAIL:	E-MAIL:
DEPOSIT DUE:	DEPOSIT DUE:
PAYMENT DUE:	PAYMENT DUE:
PAID ON:	PAID ON:
COMPANY NAME:	COMPANY NAME:
CONTACT NAME:	CONTACT NAME:
ADDRESS:	ADDRESS:
E-MAIL:	E-MAIL:
DEPOSIT DUE:	DEPOSIT DUE:
PAYMENT DUE:	PAYMENT DUE:
PAID ON:	PAID ON:
COMPANY NAME:	COMPANY NAME:
CONTACT NAME:	CONTACT NAME:
ADDRESS:	ADDRESS:
E-MAIL:	E-MAIL:
DEPOSIT DUE:	DEPOSIT DUE:
PAYMENT DUE:	PAYMENT DUE:
PAID ON:	PAID ON:







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WEDDING DATE	
HEADCOUNT DUE TO VENDORS ON:	
• VENUE	
• RENTALS	
• CATERER	
• STATIONER	
INVITE SEND BY DATE:	
INVITE WORDING:	









### WEDDING DRESS

VENDOR \_\_\_\_\_ STYLE# \_\_\_\_ ORDER BY \_\_\_\_\_\_

FITTING APPOINTMENTS \_\_\_\_\_ \_\_\_

ACCESSORIES

\_\_ VEIL/HEADPIECE \_\_\_ JEWELRY

\_ SHOES \_ GARTER

\_ LINGERIE \_ HOSIERY

\_ MANI/PEDI \_\_ HAIR STYLING

\_\_ MAKEUP \_\_ GOING AWAY OUTFIT









VENDOR	STYLE# _	ORDER BY
FITTING APPOINTMEN	NTS	
ACCESSORIES		
BOUTONNIERE		_ WRIST WATCH
_ CUFFLINKS		POCKET SQUARE
_ SHOES		NECKWEAR
VEST		HAIR STYLING
TIE CLIP		_ GOING AWAY OUTFIT





BRIDESMAID	os:	
ATTIRE	_ ORDERED	ORDER BY
PARTICIPANTS _		
_		
-		
GROOMSME	N:	
ATTIRE	ORDERED	ORDER BY
PARTICIPANTS -		_
-		
-		_
FLOWER GIF	RLS & RING BEARERS:	
ATTIRE	ORDERED	ORDER BY
PARTICIPANTS _		
		_



# 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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ATTENDEE LIST	
Shutt	



# SEATING ASSIGNMENTS

TABLE #	TABLE #	TABLE #
TABLE #	TABLE #	TABLE #





TABLE #	TABLE #	TABLE #
TABLE #	TABLE #	TABLE #



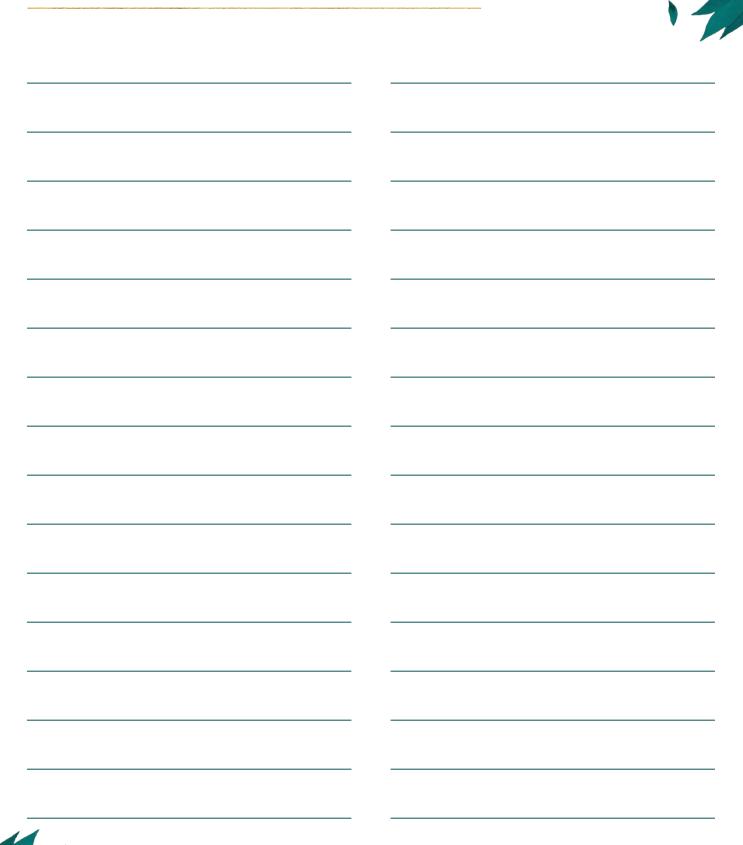
ARRIVAL OF NEWLYWEDS
FIRST DANCE
FIRST DANCE
FATHER-DAUGHTER DANCE
MOTHER-SON DANCE
COCKTAIL HOUR MUSIC STYLE
DINNER TIME MUSIC STYLE
DANCING MUSIC STYLE
SPECIAL REQUEST SONGS



# MENU PLANNING

CATERER	ORDER BY	_ DEPOSIT BY
PRE-DINNER APPET		
DESSERT CHOICES	<u> </u>	
MAIN COURSE CHO	DICES	
WINE & DRINK CHO	DICES	
DESSERT CHOICES		









## HONEYMOON

DESTINATION	ВООК ВУ
TRAVEL AGENT & PHONE	
AIRPORT AIRI	_INE
TERMINAL GA	ATE
TRAIN INFO	
RENTAL CAR INFO	
HOTEL CONF	IRMATION #
ITINERARY	



### WEDDING DAY TIMELINE

