



Wedding Planner



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Checklist: 12 Months Prior

- ☐ Share your engagement with family and friends via social media or email.
- ☐ Start collecting wedding inspiration from Pinterest, wedding blogs and magazines. Think about what kind of wedding you'd like, traditional or informal, big or small, any particular styles or themes?
- ☐ Define your total budget. This is the number that you will plan every detail around.
- ☐ Pick a location for your wedding.
- ☐ Select a date for your wedding.
- ☐ Throw an engagement party to celebrate the exciting news.
- ☐ Start putting together a guest list with input from both families. Get a general idea of the size of your wedding.
- ☐ Hire a wedding coordinator, if desired.
- ☐ Make a shortlist of ceremony and reception venues. Set up a meeting (with your wedding planner) to discuss available dates and wedding packages.
- ☐ Research and book rehearsal dinner, ceremony, and reception venues in your desired location, on your desired date.



Checklist: 9-12 Months Prior

- ☐ Select your wedding party.
- ☐ Choose a color palette and style.
- ☐ Start searching for the perfect wedding dress.
- ☐ Start thinking about bridesmaids and flower girl dresses.
- ☐ Book musicians and/or DJ for ceremony and reception.
- ☐ Book a caterer, if the venue doesn't offer one.
- ☐ Book a photographer and/or videographer.
- ☐ Interview and select an officiant.
- ☐ Take your engagement photos.
- ☐ Start thinking about honeymoon plans.



Checklist: 6-8 Months Prior

- ☐ Order your wedding dress.
- ☐ Order your bridesmaids' dresses.
- ☐ Finalize your guest lists.
- ☐ Gather mailing addresses.
- ☐ Order your save the dates and mail them out 6 months in advance for local weddings, and 8 months for destination weddings.
- ☐ Book your florist or select a flower vendor if you decide to DIY.
- ☐ Pick out your cake with your vendor or caterer.
- ☐ Book your honeymoon accommodation and flight.
- ☐ Reserve a block of hotel rooms for out-of-town guests.
- ☐ Set up a free wedding website to keep your wedding guests informed.
Create a registry for wedding gifts from a few retailers.
- ☐ Finalize your ceremony order and legal documents with officiant.
- ☐ Reserve any site rentals if needed, such as tables, chairs, sound system, lighting, etc.



Checklist: 3-5 Months Prior

- ☐ Order and mail your wedding invitations.
- ☐ Order other stationery items you may need, such as thank you notes, programs, menus, place cards, guest book, etc.
- ☐ Purchase or reserve the attire for groom, groomsmen, ring bearer, and ushers.
- ☐ Purchase wedding accessories for you, your bridesmaids and flower girls (shoes, headpieces, jewelry, etc.)
- ☐ Arrange transportation for the wedding day.
- ☐ Book a hair and makeup trial.
- ☐ Organize legal documents needed for marriage license and honeymoon, such as passports, birth certificates, etc.
- ☐ Finalize the menu and drink options with your caterer.
- ☐ Order your wedding bands.
- ☐ Schedule beauty appointments for your wedding week and big day (hair, makeup, nails, spa, tanning).
- ☐ Order wedding favors for guests.
- ☐ Finalize the order of your reception (toasts, speeches, first dance, bouquet toss, cake cutting, getaway, etc).
- ☐ Send a guest list to the hosts of your bridal shower, bachelor, and bachelorette parties.



Checklist: 2 Months Prior

- ☐ As RSVPs come in, update your guest list accordingly.
- ☐ Meet with the photographer and videographer to discuss shots.
- ☐ Double-check all bookings and appointments with your venues and vendors.
- ☐ Enjoy your bridal shower this month.
- ☐ Confirm flower details with your florist, making sure your flowers are available on the day.
- ☐ Purchase a special gift for your wedding party, for the groom and your parents as a thank you.
- ☐ Get your marriage license.
- ☐ Have your final dress fitting.
- ☐ Write your vows and practice saying them out loud.
- ☐ If your state requires blood tests, make an appointment.
- ☐ Print any signage for your wedding day.
- ☐ Ensure that all guests have replied to your RSVP. Follow up with any guests you haven't heard from yet.
- ☐ Begin seating plan and order place cards.



Checklist: 1 Month Prior

- ☐ Update caterer with final guest count and meal preferences if required.
- ☐ Pick-up wedding dress and bridesmaid dresses. Make sure to break in your shoes!
- ☐ Pick-up your wedding rings, make sure they fit.
- ☐ Reconfirm delivery details for cake, flowers, and rentals.
- ☐ Have final meeting with officiant, photographer and videographer.
- ☐ Pack an emergency kit for the wedding day.
- ☐ Confirm honeymoon bookings.
- ☐ Have your bachelor and bachelorette parties.
- ☐ Write toasts for rehearsal dinner and wedding reception.
- ☐ Assign wedding week and day-of responsibilities to members of your wedding party, such as handing out boutonnieres, tipping vendors, clean up, transportation of gifts, returning rentals, etc.



Checklist: Wedding Week

- ☐ Write out the day-of timeline and give to your photographer, videographer, caterer, and any helpers.
- ☐ Pack for your honeymoon. Give your itinerary to close family in case of emergency.
- ☐ Deliver decorations, favors, place cards, guest book, pens, and any other items to the reception venue.
- ☐ Have a wedding rehearsal with the wedding party, followed by a rehearsal dinner.
- ☐ Prepare hotel welcome bags and notes if required.
- ☐ Have a manicure and pedicure.
- ☐ Have a relaxing massage.
- ☐ Try to get a full night of sleep.



Checklist: Wedding Day

- ☐ Check the latest weather forecast.
- ☐ Pack the car with your overnight bag and honeymoon luggage.
- ☐ Make sure your emergency kit is easily accessible at all times.
- ☐ Pass out wedding day timelines to your wedding party.
- ☐ Get your hair (and/or makeup) styled.
- ☐ Give the groomsmen and bridesmaids thank you gifts.
- ☐ Your planning is done, now relax and enjoy every moment of your wedding day!



Checklist: After Your Wedding

- ☐ Write thank you cards for any gifts you received. Don't forget to especially thank your wedding party, parents and helpers.
- ☐ Make sure all vendors have been paid in full.
- ☐ Arrange name changes, such as drivers license, passport, bank accounts, insurance, employer and social media!
- ☐ Order photo prints or albums of your favorite wedding photos.
- ☐ Share your favorite wedding photos and videos with your guests.



Sample Day - Of Timeline

Time	Description
	Getting Ready
	Wake-up call bride
	Wake-up call groom
	Groomsmen drop off miscellaneous items at venue
	Bridal party arrives
	Bride hair and makeup
	Photographer arrives
	Videographer arrives
	Bridesmaids' arrive hair and makeup
	Groom and groomsmen arrive
	Lunch
	Groom & groomsmen change into tuxedos or suits
	Coordinator arrives
	Flowers arrive before photos are taken
	Coordinators set up guest book, favors, centerpieces
	Quick rehearsal with officiant
	Bride gets dressed and touches up makeup
	Family arrives
	Photographer takes detail photos
	Photography session
	Last minute preps

Sample Day - Of Timeline

Time	Description
	Ceremony
	Musicians / DJ arrives
	Music begins 30 minutes before ceremony
	Guests start to arrive
	Ushers start seating guests 30 min prior to ceremony
	Ushers stop seating guests 5 min prior to processional
	Ushers to seat latecomers in isle seats
	Officiant takes their place
	Prelude (welcoming) music begins
	Wedding party lines up for processional
	Attendants proceed down the aisle
	Special guests are seated
	Groom and best man take their place
	Processional (formal entrance) music begins
	Processional starts
	Bride walks down the aisle
	Ceremony begins
	You may kiss the bride!
	Recessional (formal exit) music begins
	Guests move to cocktail hour

Sample Day - Of Timeline

Time	Description
	Reception
	Cocktail hour for guests before bride and groom arrive
	Photos with bridal party
	Guests are directed to their seats
	Arrive at the reception
	Bride and groom Grand entrance
	Bride and groom are seated
	Dinner starts
	Best man toast
	Maid of honor toast
	Groom and bride speech
	Cake cutting
	Garter toss
	Bouquet toss
	First dance
	Father and daughter dance / mother and son dance
	Guests dance
	End of the reception
	Break down and clean up
	Arrive at hotel

Yay - Of Timeline

[illegible]

Sample Wedding Budget

Item	Budget	Estimate	Spent
Ceremony & Reception			
Ceremony location			
Officiant			
Marriage license			
Reception venue			
Catering			
Bar			
Rentals			
Music			
Wedding cake			
Bartenders			
Photo booth			
Transportation couple & guests			
Parking			
Tips and coat check			
Ring pillow			
Flower girl basket			
Guest book			
Flowers & Decor			
Bride's bouquet			
Maid's bouquets			
Corsages			

Sample Wedding Budget

Item	Budget	Estimate	Spent
Boutonnieres			
Throw away bouquet			
Flower girls' flowers			
Altarpiece			
Other ceremony arrangements			
Reception centerpieces			
Other décor			
Photo & Video			
Engagement shoot			
Photographer			
Wedding album			
Parent's albums			
Videography			
Stationery			
Save the dates			
Invitations			
Programs			
Place cards/menus			
Thank you cards			
Other signage			
Postage			

Sample Wedding Budget

Item	Budget	Estimate	Spent
Gifts			
Attendants (favors)			
Maid of honor			
Bridesmaids			
Best man			
Groomsmen			
Parents of the bride			
Parents of the groom			
Readers / other participants			
Welcome gifts			
Attire			
Wedding dress			
Headpiece / veil			
Bridal shoes			
Lingerie / garter			
Jewelry and accessories			
Hair and makeup			
Dress preservation			
Beauty appointments			
Wedding rings			
Groom's tuxedo or suit			
Groom's shoes			

Sample Wedding Budget

Item	Budget	Estimate	Spent
Groom's accessories			
Groomsmen's suits			
Groomsmen's shoes			
Bridesmaid's dresses			
Bridesmaid's shoes			
Bridesmaid's accessories			
Outfit for ring bearer and ushers			
Dresses for flower girl(s)			
Other Events			
Engagement Party			
Bridal Shower			
Bachelorette Party			
Bachelor Party			
Rehearsal Dinner			
Honeymoon			
Airfares			
Accommodation			
Transportation			
Activities			
Meals and drinks			
Passport and visa			

Wedding Budget

[illegible]

Vendor - Wedding Coordinator

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Wedding Venue

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Photography

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Videography

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Food

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Drinks

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Officiant

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Attire - Bride

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Attire - Groom

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Attire - Bridesmaids

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Attire - Groomsmen

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Attire - Other

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Music

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Stationery

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Flowers

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Decor Rental

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Hair

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Makeup

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Rings

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Cake

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Favors

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Vendor - Transportation

Contact Name:

Address:

Phone:

Email:

Item	Budget	Estimate	Spent
Total:			

Notes:

Guest List

Name(s)	RSVP: Yes / No
Address:	# Attending:
Phone:	Table #:
Name(s)	RSVP: Yes / No
Address:	# Attending:
Phone:	Table #:
Name(s)	RSVP: Yes / No
Address:	# Attending:
Phone:	Table #:
Name(s)	RSVP: Yes / No
Address:	# Attending:
Phone:	Table #:
Name(s)	RSVP: Yes / No
Address:	# Attending:
Phone:	Table #:
Name(s)	RSVP: Yes / No
Address:	# Attending:
Phone:	Table #:



Seating Chart

Table Number or Name:	Table Number or Name:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
Table Number or Name:	Table Number or Name:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.



Notes

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