

GET READY FOR YOUR BIG DAY

# Wedding Planner

PLAN | DREAM | MAKE IT HAPPEN

# The Wedding Party

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THE BRIDE

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THE GROOM

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MAID OF HONOR

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BRIDESMAIDS

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BESTMAN

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GROOMSMEN

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FLOWER GIRL

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RING BEARER

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# Budget

ITEM	BUDGET	ACTUAL	DIFFERENCE
WEDDING PLANNER			
RINGS			
VENUE			
FLOWERS			
PHOTOGRAPHY			
VIDEO			
CATERING			
DRESS			
HAIR			
MUSIC			
DRINKS			
CAKE			
EVENING FOOD			
WEDDING DJ			
INVITATIONS			
HAIR STYLIST			
ORDER OF SERVICE			
THANK YOUS			



# Guest List

NAME	SAVE THE DATE SENT	<input type="checkbox"/>
ADDRESS	INVITE SENT	<input type="checkbox"/>
EMAIL	ATTENDING?	<input type="checkbox"/>
NUMBER OF GUESTS	THANK YOU SENT	<input type="checkbox"/>
NAME	SAVE THE DATE SENT	<input type="checkbox"/>
ADDRESS	INVITE SENT	<input type="checkbox"/>
EMAIL	ATTENDING?	<input type="checkbox"/>
NUMBER OF GUESTS	THANK YOU SENT	<input type="checkbox"/>
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NAME	SAVE THE DATE SENT	<input type="checkbox"/>
ADDRESS	INVITE SENT	<input type="checkbox"/>
EMAIL	ATTENDING?	<input type="checkbox"/>
NUMBER OF GUESTS	THANK YOU SENT	<input type="checkbox"/>

# Vendor List

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NAME

---

SERVICE THEY PROVIDE

---

EMAIL

---

COST

---

---

NAME

---

SERVICE THEY PROVIDE

---

EMAIL

---

COST

---

---

NAME

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SERVICE THEY PROVIDE

---

EMAIL

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COST

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---

NAME

---

SERVICE THEY PROVIDE

---

EMAIL

---

COST

---

# Order of Ceremony

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PRELUDE

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---

PROCESSIONAL

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WELCOME

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STATEMENT OF MARRIAGE

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READING

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HYMN

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VOWS

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PRESENTATION OF THE COUPLE

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PRAYER

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RECESSIONAL

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# Table Layout

TABLE -----

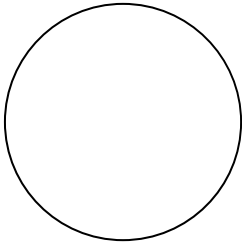


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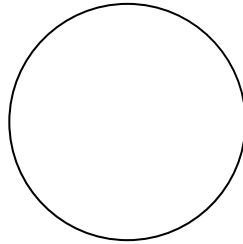


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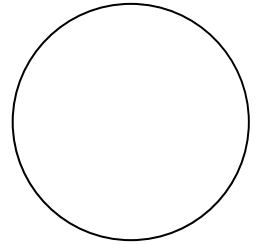


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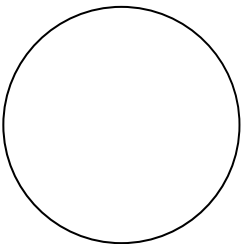


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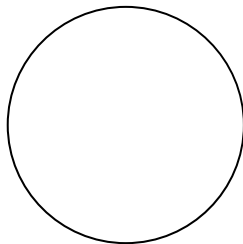


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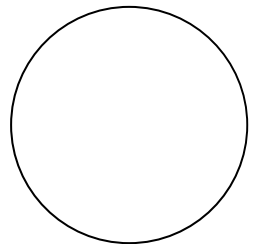


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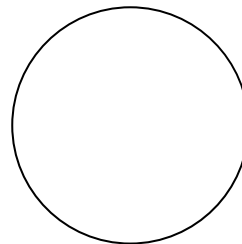


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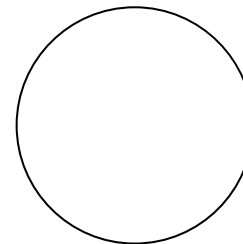


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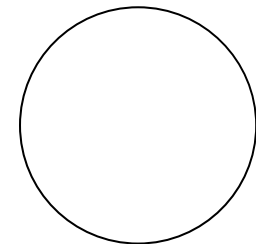


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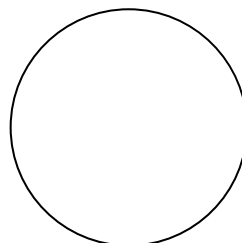


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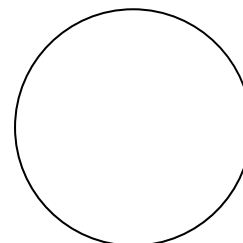
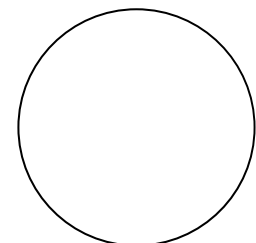


TABLE -----





# Wedding Dinner Planner

APPETIZER		
OPTION 1	OPTION 2	OPTION 3
SALAD		
OPTION 1	OPTION 2	OPTION 3
SIDE DISH		
OPTION 1	OPTION 2	OPTION 3
MAIN DISH		
OPTION 1	OPTION 2	OPTION 3
DESSERTS		
OPTION 1	OPTION 2	OPTION 3
DRINKS		
BREAKFAST	LUNCH	OPTION 3

# Venue Checklist

## VENUE CHECKLIST:

VENUE SIZE

VENUE CAPACITY

VENUE AVAILABILITY

PAYMENT TERMS

COST

PARKING

AUDIO

LIGHTING

CATERING

EVENT INSURANCE

CLEAN UP FEES

CORKAGE FEE

OPEN BAR PRICING

SPECIAL DIET MENUS

DECORATIONS POLICY

BRIDAL SUITE

SET UP START TIME

BATHROOM FACILITIES

OUTDOOR OPTIONS

DISABILITY OPTIONS

SECURITY

ABC LICENSE

EXCLUSIVE USE PRICING

EXISTING CONSTRUCTION

LOCATON INSURANCE

WAIT STAFF CHARGES

WINE CHOICES

MEAL TIMES

OUTDOOR SIGNAGE

MENU OPTIONS

COCKTAIL HOUR TIMES



# Honeymoon Checklist

## HONEYMOON TRAVEL DATES:

PASSPORTS

VISAS

BOARDING PASSES

HOTEL CONFIRMATION

BANK CARDS

CASH

DRIVER'S LICENSE

TRAVEL INSURANCE

HEALTH INSURANCE

EMERGENCY PHONE NUMBER

PRESCRIPTIONS

CAMERA

SUNGLASSES

CONTACTS OR GLASSES

JEWELRY

HEADPHONES

BOOKS

TOILETRIES

LUGGAGE TAGS

HAIRDRYER

ADAPTERS

PHONE CHARGERS

SNACKS

RAIN GEAR

SEWING KIT

BACKPACK

WATER BOTTLE

WORKOUT CLOTHES

SUN HATS

WALKING SHOES

ALOE

BUG SPRAY

SANDALS

BEACH TOWELS

SWIMSUIT

ASPIRIN





# Six Months to Go

WEDDING CEREMONY DATE:

PURCHASE RINGS

BOOK REHEARSAL DINNER

PLAN DRESS FITTINGS

CREATE WEDDING SCHEDULE

CAKE TASTINGS

SEND INVITES

GET WEDDING LICENSE







# Ceremony Photos

WEDDING CEREMONY DATE:

VENUE PHOTOS

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GUESTS

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BRIDE COMING DOWN THE AISLE

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GROOMS REACTION

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BRIDESMAIDS WALKING DOWN

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COUPLE AT THE ALTER

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EXCHANGE OF RINGS

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SEATING OF MOTHERS

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FIRST KISS

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MARRIED COUPLE WALKING DOWN

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# Engagement Photoshoot Checklist

ENGAGEMENT PHOTOSHOOT LOCATION:	PHOTOSHOOT DATE:
BEFORE THE PHOTOSHOOT	
<ul style="list-style-type: none"><li>• Scout possible locations</li><li>• Obtain any location permits needed</li><li>• Check the weather for rain</li><li>• Check the locations natural light</li><li>• Determine a theme for the session</li><li>• Plan wardrobe looks</li><li>• Get hair styled</li><li>• Camera bag cleaned</li><li>• Reset camera settings</li><li>• Memory cards wiped &amp; formatted</li><li>• Write out schedule for the session</li><li>• Map out shot list</li></ul>	
WHAT TO BRING ON THE PHOTO SESSION DAY	
<ul style="list-style-type: none"><li>• Camera Bag with Camera</li><li>• Additional Lenses (Cleaned)</li><li>• Backup Batteries</li><li>• Tripod</li><li>• Backup Camera</li><li>• Lens Cleaning Cloth</li><li>• Ring Light</li><li>• Light Box</li><li>• Water Bottles</li><li>• Makeup Kit</li><li>• Hair supplies</li><li>• Memory Cards</li><li>• Power Cable</li><li>• Rain Protection</li><li>• Tape</li><li>• Bottled Water</li><li>• Snacks</li><li>• Laptop to backup photos</li><li>• Wardrobe changes for each location</li></ul>	
AFTER THE PHOTO SESSION	
<ul style="list-style-type: none"><li>• Empty storage cards to computer</li><li>• Look over photos &amp; delete any photos that will not be used</li><li>• Upload the best photos to online storage for backup</li><li>• Edit photos using your favorite filters</li><li>• Determine hashtags for each post</li></ul>	

# To-Do List

TODAY'S DATE:

PRIORITY	TO-DO ITEM	DUE DATE
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

# Weekly Schedule

THIS WEEK'S DATE

MONDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

TUESDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

WEDNESDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

THURSDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

FRIDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

SATURDAY & SUNDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Daily Schedule

TODAY'S DATE:

AM

AM

AM

AM

AM

PM

PM

PM

PM

PM





# Weekly Planner

THIS WEEK'S DATE

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NOTES:

# Weekly Planner

TODAY'S DATES:

PRIORITY	GOAL OR OUTCOME	STEPS TO TAKE

WEEKLY TASKS

WEEKLY NOTES

# Weekly Plan

THIS WEEK'S DATE:

PRIORITY

GOAL OR OUTCOME

NEXT ACTION STEP

PRIORITY

GOAL OR OUTCOME

NEXT ACTION STEP

PRIORITY

GOAL OR OUTCOME

NEXT ACTION STEP

PRIORITY

GOAL OR OUTCOME

NEXT ACTION STEP

**NOTES:**

# Monthly Task List

THIS MONTH:

01

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02

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03

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04

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05

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07

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NOTES:

# Monthly Goals

THIS MONTH:

GOALS

01

02

03

04

05

06

NOTES:



# Notes

