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Your Wedding Planning Worksheet

Here is a helpful detailed way to plan and organize your wedding.

Starting with 1 yr. to 6 months ahead (check off when done)

- What kind of wedding do you want? Formal ____ Informal ____ Country ____ Casual ____ Other ____
- What budget do I have? My budget is \$ _____
- Make out your guest list and gather addresses. Guest Count _____
- Reserve ceremony site at: _____
- Your reception site at: _____
- Choose your Attendants _____
- Buy your dress, veil, shoes, and garter (Bridal Shop Name)

- Book your Officiant (Name) _____ Phone _____
- Book your Caterer (Name) _____ Phone _____
- Order Wedding Cake (From) _____ Phone _____
- Book your Florist Name _____ Phone _____
- Book or plan your music for **Ceremony** (Name) _____ Ph _____
- Book or plan your music for **Reception** (Name) _____ Ph _____
- Book your Photographer (Name) _____ Phone _____
- Plan and book your Honeymoon
- Send out your "Save The Date"

4 months to 6 months ahead (check off when done)

- Reserve your rental equipment as in chairs, tables, linens, centerpieces, and dishware
- Order your Invitations and Thank You Notes.
- Register for your Gifts (Which Stores) _____
- Purchase your Wedding Rings
- Reserve Grooms Attire (from) _____ Ph _____
- Reserve Grooms Attendants' Attire (From) _____ Ph _____
- Purchase any Lingerie or Stockings (Oh My)
- Book a room for wedding night
- Choose gifts for wedding party
- Reserve accommodations for out-of-town guests
- (If Needed) Sign up for dance lessons (It never Hurts)

2 months to 4 months ahead (check off when done)

- Discuss the details of your menu and service with caterer
- Choose any readings for Ceremony or write your own vows
- Discuss service with Officiant
- Schedule Rehearsal time
- Book Rehearsal Dinner (From) _____ Ph _____ Ct _____
- Mail Invitations
- Try out your Hair style for the Wedding Day!

1 month to 2 months ahead (check off when done)

- Buy Guest Book
- Obtain Marriage License
- If you intend to change your last name – Prepare necessary documents
- Send change-of address to Post Office

2 weeks ahead (check of when done)

- Have final dress fitting with shoes and veil (**Hint**) break in wedding shoes at home
- Begin seating arrangements, write out place cards
- Notify Caterer of guest count

1 week ahead (check off when done)

- Finalize your seating Plan
- Assign someone specific responsibilities, as in, hand out corsages, boutonnieres ETC....
- Pick up dress
- Confirm any last details with Caterer
- Confirm Honeymoon arrangements (**Give your Itinerary to family in case of emergency**)
- Pack for Honeymoon
- Have your Bridal Shower and Grooms night out!

1 day ahead (check off when done)

- Have Manicure and Pedicure
- Rehearse Ceremony
- Go to rehearsal dinner; give gifts to wedding party
- Prepare tip and payment envelopes for Officiant and DJ

Day of your Wedding!

- *Get your Hair and makeup done*
- *Put on your Wedding Dress, Take a deep sigh, Relax and drink a Mimosa!*

You Look Beautiful!

Have a Happy and Blessed Wedding from "Inspired by Your Event 2 Rent"

Budget Planner

*Before you plan your wedding, **Know how much you can spend!** As a rule, you'll need approximately 50° of your budgets for the reception, IE... (Location, food, beverages and any rental equipment. You will need approximately 10° each for flowers, photography, attire, and music. The last 10° is used for invitations, favors and other details.*

Ceremony and Reception

Flowers

Ceremony location Fee	\$	Ceremony Decorations	\$
Officiant's Fee	\$	Bride's Bouquet	\$
Marriage License	\$	Maid of Honor/Bridesmaid Bouquet	\$
Reception Site Fee	\$	Flower Girl's Accessories	\$
Food Cost	\$	Corsages (average 2-4)	\$
Cake Cost	\$	Boutonnieres (average 2-4)	\$
Beverages Cost	\$	Reception Centerpieces	\$
Subtotal	\$	Subtotal	\$

Photography

Attire

Photographer's Fee	\$	Bride's Dress	\$
Engagement Portrait Cost	\$	Headpiece and Veil	\$
Wedding Album	\$	Bride's Shoes	\$
Additional Prints Cost	\$	Jewelry and Accessories	\$
Subtotal	\$	Hair and Makeup	\$
		Groom's Tuxedo or Suit	\$
		Groom's Shoes	\$
<i>Music</i>		Bride and Groom Rings	\$
Ceremony Music	\$	Subtotal	\$
Reception Music	\$		
Subtotal	\$		
		<i>Gifts, Favors and Extras</i>	
		Wedding Party Gifts	\$
Save The Date	\$	Ring Pillow	\$
Invitations and Stamps	\$	Guest Book	\$
Subtotal	\$	Subtotal	\$
		Total Cost	\$

Guest List Planner

1. Name(s) _____

Address _____

Telephone Number _____

E-mail Address _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

Number Attending _____

2. Name(s) _____

Address _____

Telephone Number _____

E-mail Address _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

Number Attending _____

3. Name(s) _____

Address _____

Telephone Number _____

E-mail Address _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

Number Attending _____

4. Name(s) _____

Address _____

Telephone Number _____

E-mail Address _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

Number Attending _____

5. Name(s) _____

Address _____

Telephone Number _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

E-mail Address _____

Number Attending _____

6.Name(s) _____

_____ Save The Date Sent

Address _____

_____ Invitation Sent

_____ RSVP Received

Telephone Number _____

_____ Thank You Sent

E-mail Address _____

Number Attending _____

7.Name(s) _____

_____ Save The Date Sent

Address _____

_____ Invitation Sent

_____ RSVP Received

Telephone Number _____

_____ Thank You Sent

E-mail Address _____

Number Attending _____

8.Name(s) _____

_____ Save The Date Sent

Address _____

_____ Invitation Sent

_____ RSVP Received

Telephone Number _____

_____ Thank You Sent

E-mail Address _____

Number Attending _____

9.Name(s) _____

_____ Save The Date Sent

Address _____

_____ Invitation Sent

_____ RSVP Received

Telephone Number _____

_____ Thank You Sent

E-mail Address _____

Number Attending _____

10.Name(s) _____

_____ Save The Date Sent

Address _____

_____ Invitation Sent

_____ RSVP Received

Telephone Number _____

_____ Thank You Sent

E-mail Address _____

Number Attending _____

11. Name(s) _____

Address _____

Telephone Number _____

E-mail Address _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

Number Attending _____

12. Name(s) _____

Address _____

Telephone Number _____

E-mail Address _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

Number Attending _____

13. Name(s) _____

Address _____

Telephone Number _____

E-mail Address _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

Number Attending _____

14. Name(s) _____

Address _____

Telephone Number _____

E-mail Address _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

Number Attending _____

15. Name(s) _____

Address _____

Telephone Number _____

E-mail Address _____

_____ Save The Date Sent

_____ Invitation Sent

_____ RSVP Received

_____ Thank You Sent

Number Attending _____

(Print off more as needed)

*Table No*_____

Table No _____

*Table No*_____

Table No _____

*Table No*_____

Table No _____

Flower Planner

It is easier to talk with your Florist and stay within your budget if you begin with a list of flowers by season.

<i>Year-Round</i>	<i>Spring</i>	<i>Summer</i>	<i>Fall</i>	<i>Winter</i>
Calla Lilly	Cherry Blossom	Cosmos	Autumn Leaves	Amaryllis
Carnation	Daffodil	Dahlia	Chrysanthemum	Anemone
Freesia	Dogwood	Daisey	Hydrangea	Evergreen
Gardenia	Forsythia	Delphinium	Seasonal Berries	Paper White
Lily	Hellebore	Garden Rose	Sunflower	Poinsettia
Orchid	Hyacinth	Gladiolus	Ranunculus	Verdant Leaves
Roses	Lily of the valley	Sweet pea, Zinnia	Clematis	Pinecones
Stephanotis	Peony	Tulip, Snapdragon		Holly
		Larkspur, Violets		

Wedding Party Flowers

Description

Bride's Bouquet	
Maid of Honor Bouquet	
Bridesmaid's Bouquet	
Groom's Boutonniere	
Best Man Boutonniere	
Groomsmen Boutonniere	
Mothers' Corsages	
Fathers' Boutonnieres	
Other	

Ceremony/Reception Flowers

Description

<i>Alter or Humppa Arrangements</i>	
<i>Cake Table</i>	
<i>Bride and Groom Table</i>	

Photographer Planner

Prewedding

- | | |
|---|---|
| <input type="checkbox"/> Bride and Attendants getting ready | <input type="checkbox"/> Bride leaving for Ceremony |
| <input type="checkbox"/> Groom and Attendants getting ready | <input type="checkbox"/> Groom leaving for Ceremony |
| <input type="checkbox"/> Mother helping Bride get ready | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Cake being set up | <input type="checkbox"/> _____ |

Ceremony

- | | |
|---|---|
| <input type="checkbox"/> Signs directing guest to wedding | <input type="checkbox"/> Special guest watching ceremony |
| <input type="checkbox"/> Ceremony site, with guest arriving | <input type="checkbox"/> Wedding Kiss |
| <input type="checkbox"/> Ushers escorting special guest to their seat | <input type="checkbox"/> Bride and Groom leading recessional |
| <input type="checkbox"/> Both sets of parents entering | <input type="checkbox"/> Guest throwing rice or flower pedals |
| <input type="checkbox"/> Groom awaiting Bride | <input type="checkbox"/> Signing of Marriage Certificate |
| <input type="checkbox"/> Bridal party awaiting Bride | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Child attendants walking down aisle | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride walking down the aisle | <input type="checkbox"/> _____ |

Portraits

- | | |
|---|--|
| <input type="checkbox"/> Bride | <input type="checkbox"/> Bride with Parents |
| <input type="checkbox"/> Groom | <input type="checkbox"/> Groom with Parents |
| <input type="checkbox"/> Bride and Groom | <input type="checkbox"/> Bride and Groom with Bride's Parents |
| <input type="checkbox"/> Bride with Detail of back of dress | <input type="checkbox"/> Bride and Groom with Bride's Family |
| <input type="checkbox"/> Groom with Best Man | <input type="checkbox"/> Bride and Groom with Groom's Parents |
| <input type="checkbox"/> Groom with Groomsman | <input type="checkbox"/> Bride and Groom with Groom's Family |
| <input type="checkbox"/> Bride with Maid of Honor | <input type="checkbox"/> Bride and Groom with Both sets of Parents |
| <input type="checkbox"/> Bride with Bridesmaids | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ring Bearer with Flower Girl | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Entire wedding Party | <input type="checkbox"/> _____ |

Reception

- Guest waiting for Bride and Groom
- Reception area ready for food
- Seating cards display
- Centerpieces
- Place settings
- People giving toasts
- Bride and Groom Listening to toasts
- Group pictures of guest at tables
- Bride and Groom's first dance
- Bride dancing with her father
- Groom dancing with his mother
- Guests dancing
- Wedding Cake
- Bride and Groom Cutting cake
- Bride and Groom departing
- _____
- _____
- _____

Music Planner

Fill in the page with your song choices. *Give copy to the DJ so they know what to play. Also add list of,*

“Do NOT play songs”.

Ceremony

	Song	Performed By	Start time
Prelude			
Processional			
Ceremony			
Recessional			

Reception

	Song	Performed By	Start time
Awaiting Bride / Groom			
Bride/Groom Entrance			
Couples first dance			
Bride and Father dance			
Groom / Mother dance			
Guest first dance			
Dinner time			
Dancing			
Special Request			
Last Dance			
Bon voyage Song			
“Don’t play List”			

