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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”

**Page 1**

**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!

**Page 2**

**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”***

**Page 3**

 **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**

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| 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**

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| 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 $ |
|  **Music** | Groom’s Shoes $ |
| Ceremony Music $ | Bride and Groom Rings $ |
| Reception Music $ | **Subtotal $** |
| **Subtotal $** |  **Gifts, Favors and Extras** |
|  **Invitations** | Wedding Party Gifts $ |
| Save The Date $ | Ring Pillow $ |
| Invitations and Stamps $ | Guest Book $ |
| **Subtotal $** | **Subtotal $** |
|  | **Total Cost $** |

**Guest List Planner**

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**(Print off more as needed)**

 **Reception Seating Planner**

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 **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.

**Year-Round Spring Summer Fall Winter**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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**

|  |  |
| --- | --- |
| **Alter or Humppa Arrangements** |  |
| **Cake Table** |  |
| **Bride and Groom Table** |  |

 **Photographer Planner**

 **Prewedding**

* Bride and Attendants getting ready  Bride leaving for Ceremony
* Groom and Attendants getting ready  Groom leaving for Ceremony
* Mother helping Bride get ready  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cake being set up  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Ceremony**

* Signs directing guest to wedding  Special guest watching ceremony
* Ceremony site, with guest arriving  Wedding Kiss
* Ushers escorting special guest to their seat  Bride and Groom leading recessional
* Both sets of parents entering  Guest throwing rice or flower pedals
* Groom awaiting Bride  Signing of Marriage Certificate
* Bridal party awaiting Bride  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Child attendants walking down aisle  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bride walking down the aisle  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Portraits**

* Bride  Bride with Parents
* Groom  Groom with Parents
* Bride and Groom  Bride and Groom with Bride’s Parents
* Bride with Detail of back of dress  Bride and Groom with Bride’s Family
* Groom with Best Man  Bride and Groom with Groom’s Parents
* Groom with Groomsmen  Bride and Groom with Groom’s Family
* Bride with Maid of Honor  Bride and Groom with Both sets of Parents
* Bride with Bridesmaids  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Ring Bearer with Flower Girl  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Entire wedding Party  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reception**

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

#  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” |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |