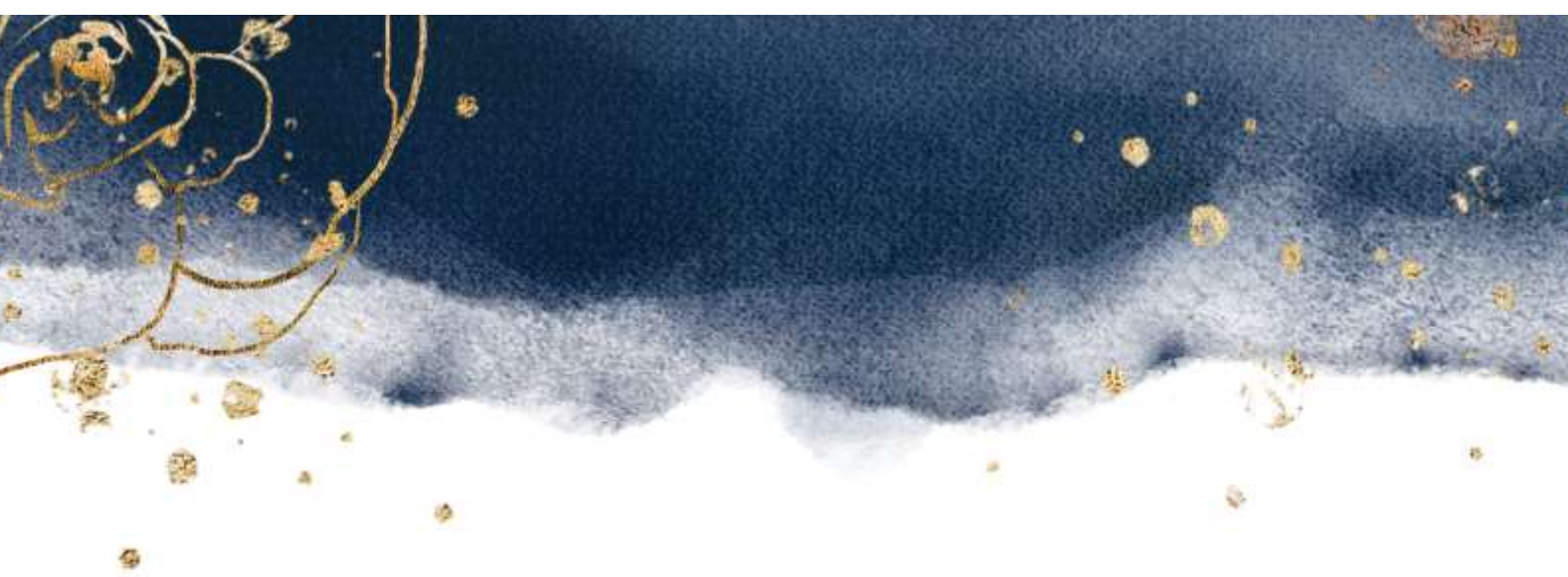




Wedding Planner



The Overview

Wedding Date:

Budget:

Style:

Colour scheme:

Ceremony location:

Ceremony time:

Address:

Number of Guests:

Reception location:

Ceremony time:

Reception time:

Address:

Number of Guests:

Important Dates

Attendants A

Attendants B

Engagement Party:

Pre-wedding A Party:

Pre-wedding B Party:

Wedding Shower:

Rehearsal:

Honeymoon:

The Daily Planner

Date:

Schedule

7am	_____

8am	_____

9am	_____

10am	_____

11am	_____

12pm	_____

1pm	_____

2pm	_____

3pm	_____

4pm	_____

5pm	_____

6pm	_____

7pm	_____

8pm	_____

9pm	_____

Priorities

To Do List

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Notes

The Weekly Planner

Week Of:

MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
SUNDAY

Top Goals

To Do List

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Notes



Month:

MON	TUE	WED	THU	FRI	SAT	SUN

Guest List Tracker

Name:

Address:

Email:

Phone:

Meal Choice:

of Guests:

- Save the Date
- Engagement Party
- Wedding Invitation
- RSVP Received
- Thank You Card
-

Name:

Address:

Email:

Phone:

Meal Choice:

of Guests:

- Save the Date
- Engagement Party
- Wedding Invitation
- RSVP Received
- Thank You Card
-

Name:

Address:

Email:

Phone:

Meal Choice:

of Guests:

- Save the Date
- Engagement Party
- Wedding Invitation
- RSVP Received
- Thank You Card
-

Name:

Address:

Email:

Phone:

Meal Choice:

of Guests:

- Save the Date
- Engagement Party
- Wedding Invitation
- RSVP Received
- Thank You Card
-

Name:

Address:

Email:

Phone:

Meal Choice:

of Guests:

- Save the Date
- Engagement Party
- Wedding Invitation
- RSVP Received
- Thank You Card
-

Name:

Address:

Email:

Phone:

Meal Choice:

of Guests:

- Save the Date
- Engagement Party
- Wedding Invitation
- RSVP Received
- Thank You Card
-

Wedding Party Contact List

Nearlywed A's Person

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Attendant

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Attendant

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Attendant

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Flower Child/Ring Bearer

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Nearlywed B's Person

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Attendant

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Attendant

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Attendant

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Attendant

Name _____
Address _____
Phone _____
Email _____
Tasks _____

Wedding Party Contact List

Role:

Name _____

Address _____

Phone _____

Email _____

Tasks _____

Role:

Name _____

Address _____

Phone _____

Email _____

Tasks _____

Role:

Name _____

Address _____

Phone _____

Email _____

Tasks _____

Role:

Name _____

Address _____

Phone _____

Email _____

Tasks _____

Role:

Name _____

Address _____

Phone _____

Email _____

Tasks _____

Role:

Name _____

Address _____

Phone _____

Email _____

Tasks _____

Role:

Name _____

Address _____

Phone _____

Email _____

Tasks _____

Role:

Name _____

Address _____

Phone _____

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Tasks _____

Role:

Name _____

Address _____

Phone _____

Email _____

Tasks _____

Role:

Name _____

Address _____

Phone _____

Email _____

Tasks _____

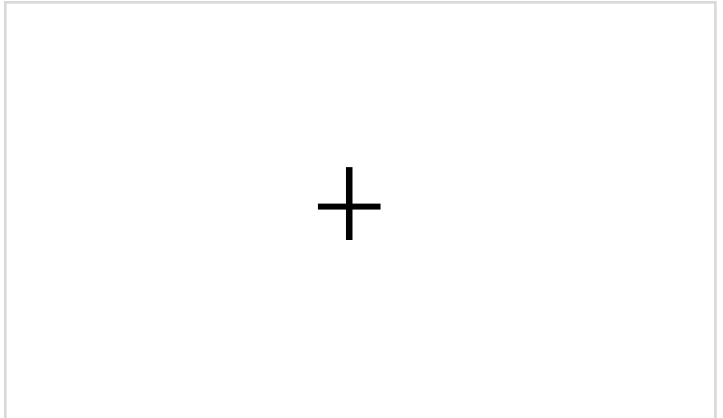
Vendor Contact Information

Ceremony Site:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



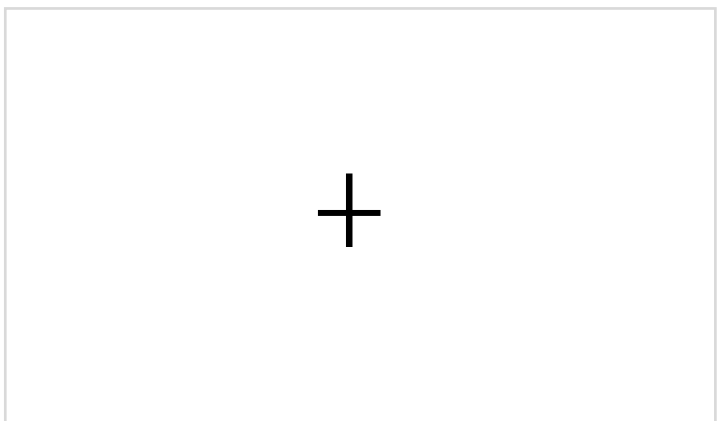
Notes

Reception Venue:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



Notes

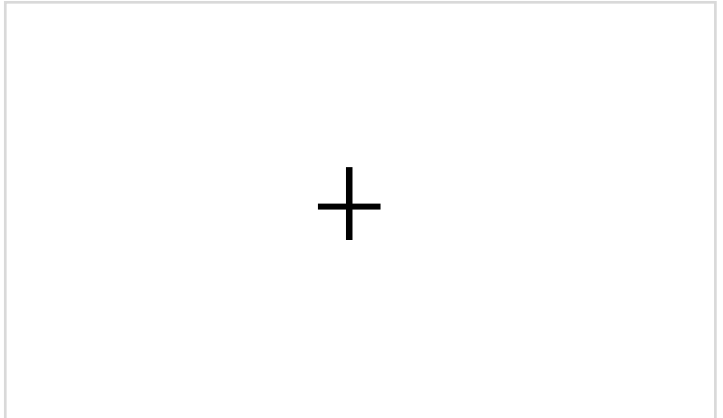
Vendor Contact Information

Celebrant:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



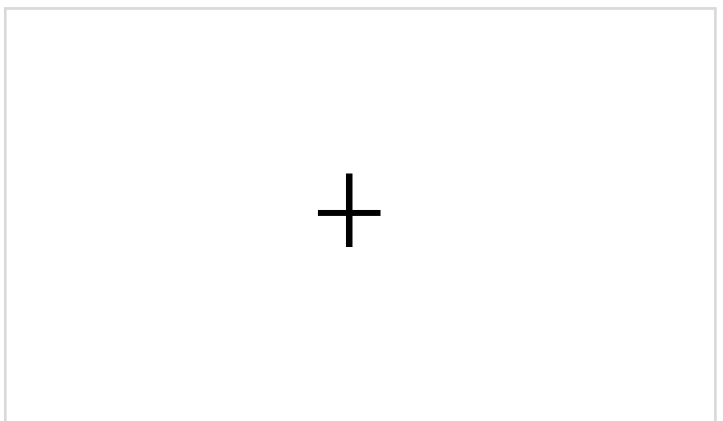
Notes

Florist:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



Notes

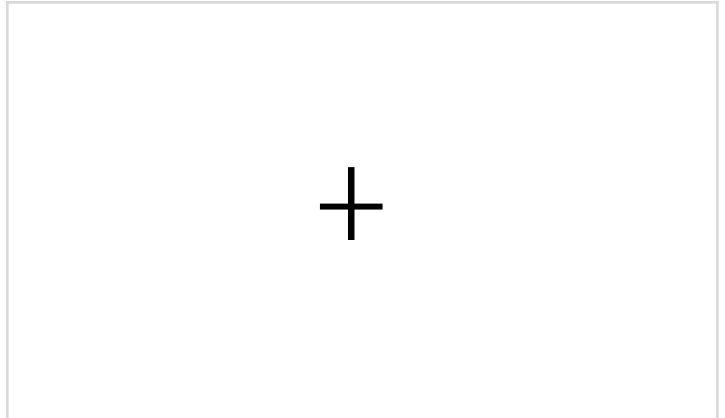
Vendor Contact Information

Wedding Outfit Salon:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



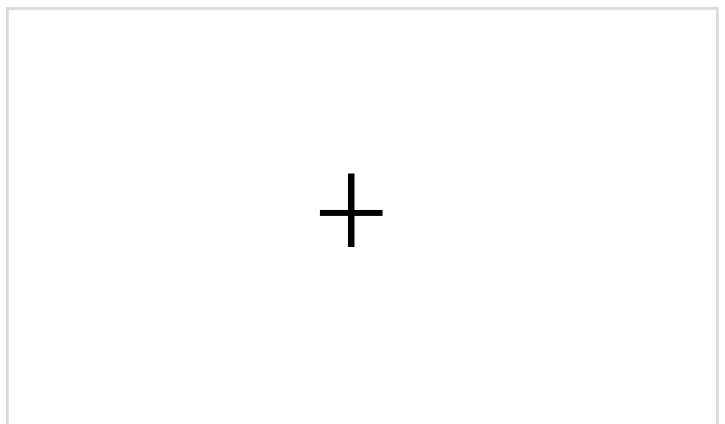
Notes

Suit Rental:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



Notes

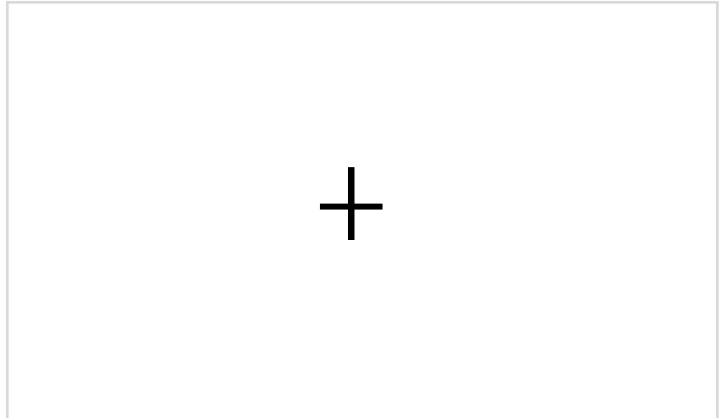
Vendor Contact Information

Hair Stylist:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



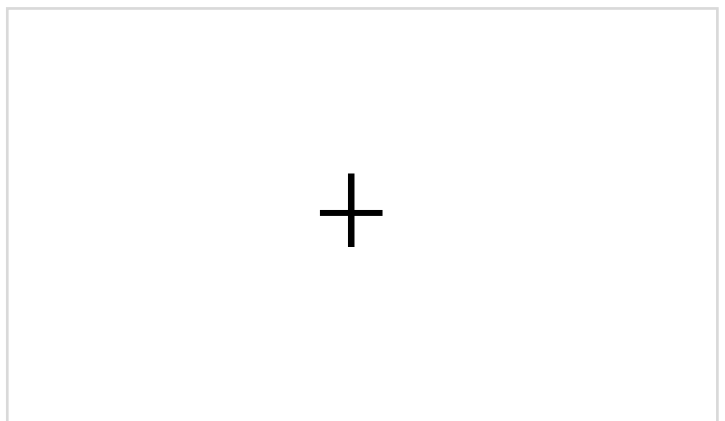
Notes

Makeup:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



Notes

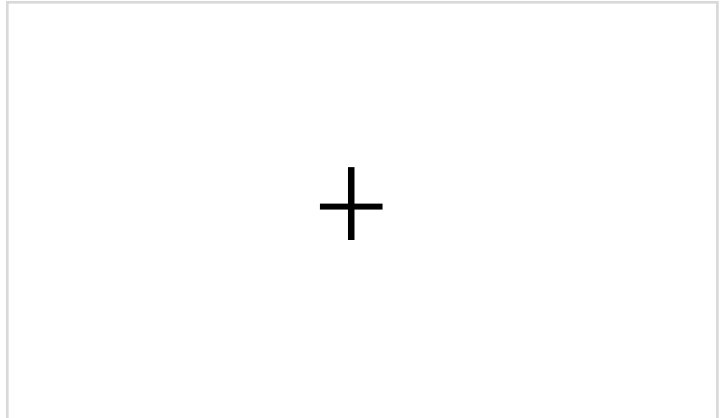
Vendor Contact Information

Photographer:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



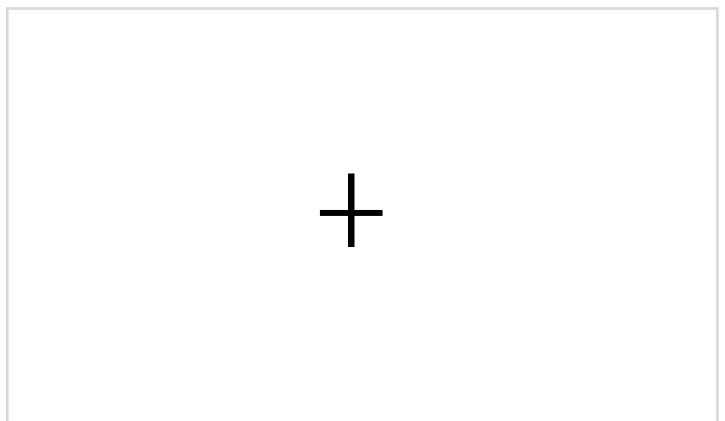
Notes

Videographer:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



Notes

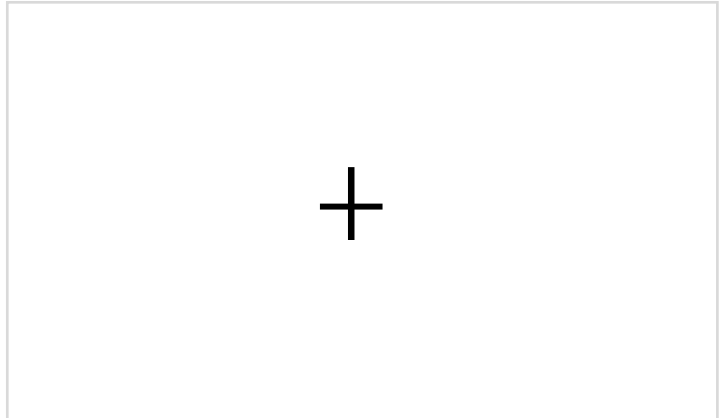
Vendor Contact Information

Musician/Band:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



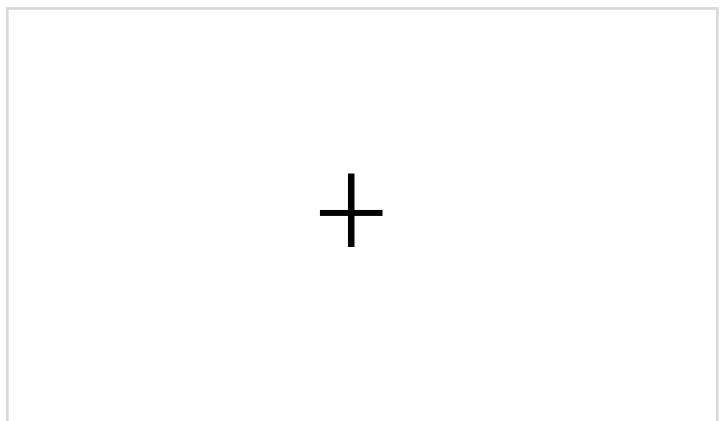
Notes

DJ/MC:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



Notes

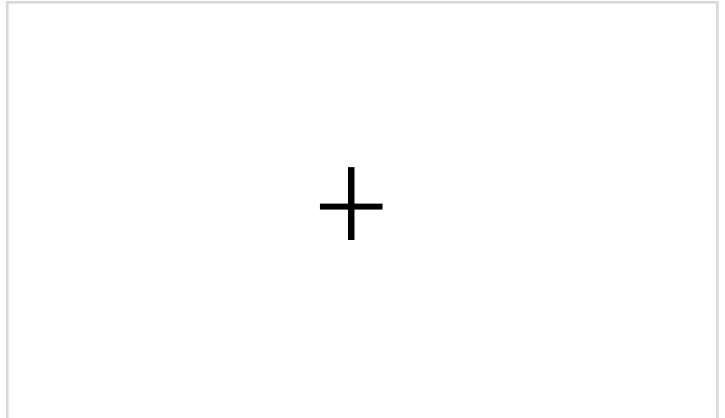
Vendor Contact Information

Cake Baker:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



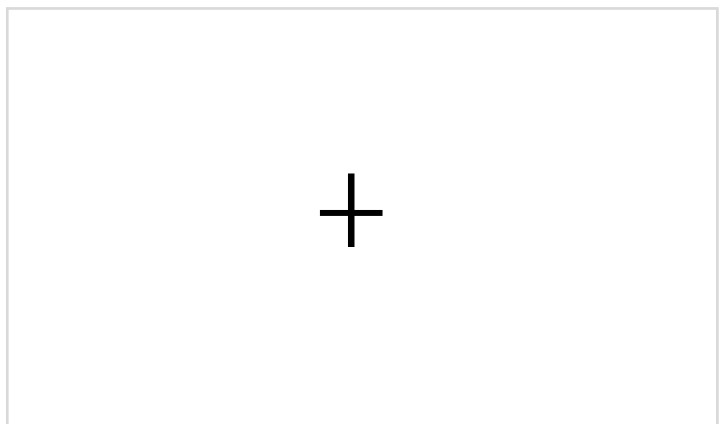
Notes

Caterer:

Company _____

Contact _____
Address _____
Phone _____
Email _____
Website _____
Quote _____

Business Card



Notes

Vendor Contact Information

Role:

Business Card

Company _____

Contact _____

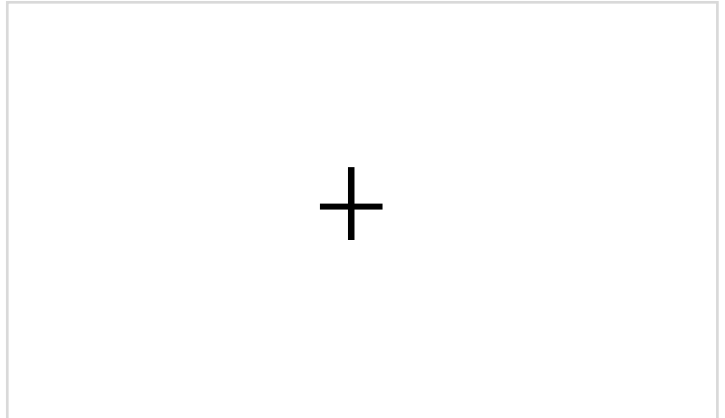
Address _____

Phone _____

Email _____

Website _____

Quote _____



Notes

Role:

Business Card

Company _____

Contact _____

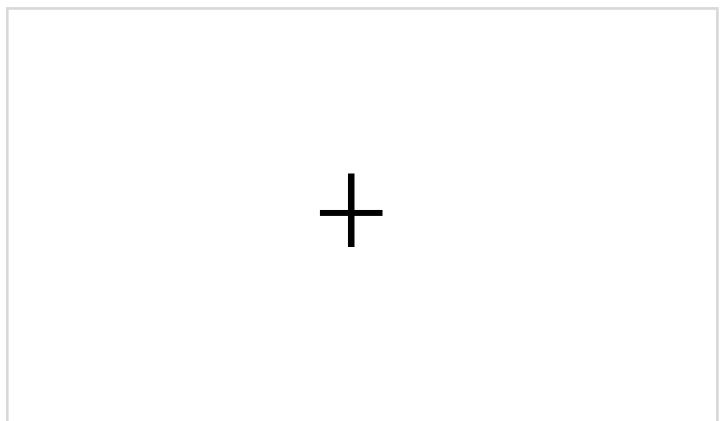
Address _____

Phone _____

Email _____

Website _____

Quote _____



Notes

Wedding Planning Timeline

12 months

- Discuss and set your budget
- Decide what type of wedding you want (formal/informal, location, style...)
- Set and confirm wedding date
- Hire a wedding consultant (if required)
- Draw up your preliminary guest list
- Announce your engagement
- Send *Save the Date* cards
- Research ceremony and reception options (book as soon as possible)
- Create an inspirational mood board on Pinterest to share with your vendors
- Plan an engagement party

10 - 11 months

- Create a wedding website
- Start your wedding gown/outfit research
- Research honeymoon destinations
- Meet different vendors (celebrant, photographer, caterer, florist...)
- Take engagement photos

9 months

- Register for gifts
- Book accommodation for out of town guests
- Decide on wedding theme and colour palette
- Hire celebrant and plan ceremony elements with them
- Purchase wedding stationery (invitations, RSVPs, thank you cards...)
- Obtain wedding insurance



8 months

- Hire photographer/videographer
- Book hotel room for your wedding night
- Reserve ceremony/reception rental items (furniture, glassware...)
- Hire a musician/band/DJ/MC
- Hire a caterer
- Hire a florist
- Shop for wedding rings
- Have a cake tasting and decide on flavour and design
- Select your hair and makeup artists and schedule trials two months before wedding
- Plan your honeymoon

5 - 7 months

- Purchase ceremony and reception decorations
- Finalise your guest list
- Have a dress/outfit/suit fitting
- Reserve/purchase outfits for wedding party
- Choose attire for flower girl and ring bearer
- Purchase wedding shoes, jewellery, undergarments
- Hire wedding transportation for wedding party and out of town guests
- Check passport is current

4 months

- Decide on wedding playlist (and do not play list)
- Select first dance song
- Schedule additional dress/outfit alterations (if required)
- Order wedding favours
- Book your honeymoon

3 months

- Meet with celebrant and finalize timeline for ceremony and reception
- Lodge your *Notice of Intent to Marry* with celebrant
- Send wedding invitations
- Order additional stationery (programs, table numbers, signage)
- Confirm wedding menu and order menu cards
- Finalize flower arrangements with florist
- Purchase gifts for parents, wedding party, each other
- Book time off work for honeymoon
- Write your wedding vows
- Purchase a wedding guest book
- Attend your pre-wedding shower (if required)
- Send the wedding day timeline to vendors
- Decide on who will be giving the toasts

1 month

- Attend hair and makeup trials
- Finalise reception seating plan
- Follow up with guests who have not sent a response
- Confirm attendant outfit alterations
- Confirm ceremony script and vows

2 weeks

- Deliver photoshoot list to photographer
- Confirm all rentals and delivery dates
- Finalise stationery (programs, menus, signage)
- Confirm arrival time of guests
- Provide final guest count to caterer
- Confirm wedding day details with all suppliers

- Pick up wedding dress/outfit and wedding rings
- Attend pre-wedding party/s
- Prepare wedding day emergency kit
- Delivery final playlist to musicians/band/DJ
- Final fitting for hired suits

1 week

- Confirm all duties with the wedding party and attendants
- Make final payments to all vendors
- Drop off seating & table cards to the caterer/venue manager
- Confirm reservations for out of town guests
- Confirm honeymoon reservations
- Pick up hired suits
- Get your hair cut
- Book a spa / massage
- Attend ceremony rehearsal (if required)
- Sign *No Legal Impediment to Marriage* declaration

3 days

- Give wedding day timeline to wedding party
- Gather all documents required for honeymoon travelling
- Check suit wearers have their formal wear
- Confirm transport arrangements

1 day

- Check your to-do list for outstanding items
- Get a manicure/pedicure
- Give rings to the appropriate attendant
- Check wedding attire is ready

wedding day

- Present parents, wedding party and partner with gifts
- Get your hair and makeup done
- Eat something healthy
- Relax and enjoy your day

after the wedding

- Write and mail thank you cards to guests and vendors
- Change your name on necessary documents

notes



Wedding Budget Worksheet

EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
ENGAGEMENT PARTY					
Location Fee					
Catering					
Beverages					
Flowers					
Décor					
Invitations					
Rental Items					
Other					
CEREMONY					
Location Fee					
Celebrant's Fee					
Ceremony Site Décor					
Other					
RECEPTION					
Venue Fee					
Rental Items					
Marquee					
Parking					
Catering					
Bar/Beverages					

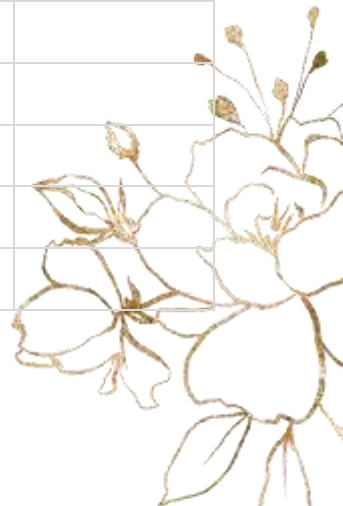
EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
Table Décor					
Venue Décor					
Lighting					
Insurance					
Other					
WEDDING RINGS					
Nearlywed A's Ring					
Nearlywed B's Ring					
Engraving					
WEDDING ATTIRE					
Wedding Dress/Outfit					
Veil / Headpiece					
Jewellery					
Shoes					
Lingerie					
Alterations					
Cleaning					
Other					
Tuxedo/Suit/Outfit					
Shoes					
Cufflinks					
Tie					
Other					

EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
WEDDING CAKE					
Cake					
Cake Knife					
Cake Stand					
Cake Topper					
Boxes					
Cake Table Décor					
Delivery Fee					
FLOWERS & DÉCOR					
Bouquets					
Posies					
Corsages					
Large Buttonhole					
Small Buttonholes					
Reception Tables					
Flower Child Basket					
Ring Bearer Pillow					
Confetti/Petals					
Car Decoration					
Wreaths/Garlands					
End Seat Flowers					
Aisle Runner					
Delivery & Installation					
Other					

EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
MUSIC					
Ceremony Musicians					
Reception Musicians					
Sound Equipment					
Other					
PHOTO & VIDEO					
Photographer					
Videographer					
Engagement Portrait					
Wedding Album					
Prints					
Other					
GIFTS & FAVOURS					
Wedding Favours					
Nearlywed A's Person					
Nearlywed B's Person					
Attendants A					
Attendants B					
Flower/Ring Bearer					
Nearlywed A's Parents					
Nearlywed B's Parents					
Couple					
TRANSPORT					
Car A					
Car B					
Guest Shuttle					

EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
STATIONERY					
Save the Date					
Engagement party					
Wedding invitations					
RSVP cards					
Thank you cards					
Envelopes					
Wedding programs					
Menu					
Signs					
Seating chart					
Table numbers					
Guest book					
Postage					
Calligraphy					
BEAUTY					
Hair Nearlywed A					
Makeup					
Manicure/Pedicure					
Spa/Massage					
Hair Nearlywed B					
Tanning					
Teeth Whitening					
Other					
STAFF HIRE					
Waiters					
Bartenders					

EXPENSES	ESTIMATE	ACTUAL COST	DEPOSIT PD	BALANCE	DUE DATE
Cleaners					
Day of Coordinator					
HONEYMOON					
Passports					
Accommodation					
Airfares					
Meals					
Activities					
Spending Money					
Car Rental & Fuel					
Other					
GENERAL					
Wedding Planner					
Guest Accommodation					
Wedding Night Hotel					
OTHER					



Ceremony Order

Processional Order

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Welcome Address

- Who is absent?

- Who should be thanked?

- Will your celebrant tell your love story?

Reading

- Who is reading a published text, poem or song?

Rituals/Blessings

- What traditional, religious or cultural rituals or blessings will be included?

The Asking/Vows

- What questions will you answer with "I Will"?

- What will be your vows?

Ring Exchange

- Will you exchange none, 1 or 2 rings?

The Declaration

- How will you be declared – husband/wife/partners in marriage?

The Register

- Who will be your witnesses?

The Presentation

- How will you be presented – Mr & Mrs, Mrs & Mrs, Mr & Mr the newly married couple etc.?

Recessional Order

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Important Questions to Ask Your Venues

Ceremony + Reception

- Do you have my date available?
- What is the capacity? How many people can the venue accommodate?
- What is the location/site/rental fee?
- What does that include? What does it exclude?
- How many hours does the rental fee include? How much are additional hours?
- How many parking spaces on site?
- Is additional parking available anywhere else?
- Can I use my vendors? If no, what vendors must I use?
- Can I bring a cake from an outside cake maker? Is there a cutting fee?
- Do you do the set up and tear down of items you provide?
- What is the earliest time I can set up on my wedding day?
- Are there any restrictions? Candles?
- Does the venue own any sound equipment?
- Are there any photography/videography restrictions?
- Do I need to get insurance or a permit?
- Is there a dressing/getting ready suite/s?
- Can I see a sample of the items you provide? Is there an additional fee?
- How much is the deposit? Is it refundable?
- What is the payment plan for the entire bill?
- What is the cancellation policy?
- Is the site wheelchair accessible?



Reception Seating Chart

Table #

(1) _____
(2) _____
(3) _____
(4) _____
(5) _____
(6) _____
(7) _____
(8) _____
(9) _____
(10) _____

Table #

(1) _____
(2) _____
(3) _____
(4) _____
(5) _____
(6) _____
(7) _____
(8) _____
(9) _____
(10) _____

Table #

(1) _____
(2) _____
(3) _____
(4) _____
(5) _____
(6) _____
(7) _____
(8) _____
(9) _____
(10) _____

Table #

(1) _____
(2) _____
(3) _____
(4) _____
(5) _____
(6) _____
(7) _____
(8) _____
(9) _____
(10) _____

Table #

(1) _____
(2) _____
(3) _____
(4) _____
(5) _____
(6) _____
(7) _____
(8) _____
(9) _____
(10) _____

Table #

(1) _____
(2) _____
(3) _____
(4) _____
(5) _____
(6) _____
(7) _____
(8) _____
(9) _____
(10) _____

Important Questions to Ask Your Caterer

- Given the budget and date of my wedding, what are some menu items you suggest?
- What would the cost-per-person be? What does this include/exclude?
- How would you describe your cuisine? Do you have a specialty?
- Do you offer menu tastings? How much do you charge?
- Is food prepared on or off-site?
- Can you accommodate dietary requirements?
- Is coffee and tea included in the per-person meal charge?
- What happens to the left-over food? Can we take it home/donate it?
- How many other weddings will your company handle on the same day?
- How many wait staff do you recommend? Do you provide these?
- Are you licensed to serve alcohol?
- Do you have public liability insurance?
- Are setup and clean up included?
- Is there an overtime fee if the reception runs long?
- How will the servers be dressed?
- Do you provide linen, glasses, plates, silverware, tables, chairs, serving pieces etc.?
- What colour and style of linens, glasses, plates and accessories are available?
- Will you be personally handling my wedding on the day? Can I meet my coordinator?
- How much time do you need to setup/strike?
- Do you provide a wedding cake? Is there a cutting & serving fee if we bring our own?
- Can we bring our own alcohol? Is there a corkage fee?
- Can you provide children's meals? Is there a discounted charge?
- How much is the deposit? Is it refundable? What is the payment plan for the entire bill?
- May I see your standard contract? What is the cancellation policy?

Important Questions To Ask Your Photographer

- Do you have my date available?
- How far in advance do I need to book?
- How long have you been in business? Do you have insurance?
- What is your photography style (traditional, photojournalism, creative)?
- Do you have a portfolio I can review? Are the images yours? Is the work recent?
- What type of equipment do you use? Are you shooting in digital, film or both?
- Can I give you a shot list?
- Have you ever shot a wedding at my venue?
- Can you provide references/testimonials?
- Will you shoot my wedding or another photographer?
- What is your fee? Does it include travel?
- Are you photographing other events on the same day?
- What time will you arrive and how long will you shoot?
- How will you and your assistants be dressed?
- If my event runs long, is there an additional charge?
- What happens if you can't make it to the wedding?
- What are your packages? Can I customise them? Do you include engagement photos?
- What type of albums do you offer?
- Do you offer retouching and colour adjustments? Is this an additional charge?
- How long after the wedding will I get the proofs? Are these online?
- What is the ordering process? How long after I order will I receive my photos?
- How much is the deposit? Is it refundable? What is the payment plan for the entire bill?
- May I see your standard contract? What is the cancellation policy?

The Photo Shot Checklist

Pre-Wedding

- Hanging wedding outfits
- Hanging attendant outfits
- Wedding shoes
- Getting ready
- Getting makeup and hair done
- Nearlywed/s getting dressed
- Nearlywed/s and parent/s
- Nearlywed/s with attendants
- Parent putting on veil
- Escort/s seeing nearlywed/s
- Nearlywed/s getting into the car & leaving for ceremony
- The rings
- Bouquets
- Putting on buttonholes

Ceremony

- Venue without guests
- Guest arriving
- Ceremony floral arrangements
- Family at ceremony

- Wedding program
- Celebrant
- Ushers escorting guests
- Nearlyweds' families walking the aisle
- Flower girl/ring bearer walking aisle
- Attendants walking aisle
- Nearlywed awaiting other nearlywed
- Nearlywed and escort walking aisle
- Celebrant begins ceremony
- Ring exchange
- Vows
- First kiss
- Couple leaving
- Guests tossing petals
- Couple leaving in car

Portraits

- Newlywed alone
- Couple together
- Newlywed with attendants
- Newlywed with parents
- Newlywed with siblings
- Newlywed with family

- Entire wedding party
- Ring bearer & flower girl

Reception

- Venue without guests
- Venue guest arriving
- Table centrepieces / place settings
- Floral arrangements
- Cake table
- Musicians/band
- Favours
- Wedding Party entrance
- Guest book
- Couple arrival
- Toasts
- Couple speech
- First dance
- Newlyweds dance with parent/s
- Guests dancing
- Group photos at tables
- Cake cutting
- Bouquet toss
- Couple leaving
- Back of car

Wedding Day Timeline

- _____ Nearlywed's hair appointment
- _____ Nearlywed's makeup appointment
- _____ Everyone gets dressed
- _____ Vendors arrive to setup
- _____ Pre-wedding photos
- _____ Guests begin to arrive
- _____ Ceremony commences
- _____ Ceremony ends
- _____ Ceremony photos
- _____ Wedding party / guests relocate to reception venue
- _____ Cocktails begin
- _____ Couple portraits
- _____ Reception begins
- _____ Couple grand entrance
- _____ First dance
- _____ Food served
- _____ Toasts
- _____ Dancing
- _____ Cake cutting
- _____ Bouquet toss
- _____ Last dance
- _____ Couple exits
- _____ Guests depart
- _____ Clean up



Name Change Checklist

Legal

- Driver's license
- Vehicle registration
- Mortgage / Rent
- Debit card
- Credit card
- Medicare card
- Passport
- Bank account
- Tax office
- ABN

Work

- Human resources
- Wages
- Badge
- Voicemail
- Email address
- Business Cards
- Superannuation
- Health insurance
- Professional licenses

Medical

- Doctor
- Dentist
- Ob-Gyn
- Therapist
- Optometrist
- Pharmacy
- Veterinarian

Personal

- Car insurance / Breakdown service
- Library card
- Loyalty cards
- Subscriptions
- Frequent flyer cards
- Electoral roll
- Gym membership

Home

- Home owners association
- Electricity
- Gas
- Water
- Telephone
- Internet

Social Media

- Facebook
- Twitter
- LinkedIn
- Instagram
- Pinterest
- Blog/website
- Email

Miscellaneous

- _____
- _____
- _____