

The wedding workbook

Renee Barth
Photography

wedding countdown

12-18 Months Before

- _____ Determine wedding style
- _____ Select location and reserve dates for ceremony and reception
- _____ Decide on budget and expense sharing
- _____ Begin compiling guest list
- _____ Select your attendants
- _____ Select caterer
- _____ Select reception entertainment

9-12 Months Before

- _____ Register at bridal registries
- _____ Reserve rental supplies
- _____ Visit officiant to discuss ceremony plans
- _____ Choose gown and accessories
- _____ Choose bridesmaid dresses and accessories
- _____ Select and book ceremony musicians
- _____ Select and book florists
- _____ Select and book photographer
- _____ Select and book videographer
- _____ Discuss honeymoon plans

4-6 Months Before

- _____ Select men's formalwear
- _____ Order wedding invitations and stationery
- _____ Finish compiling guest list
- _____ Check marriage license requirements
- _____ Select baker and order wedding dessert
- _____ Reserve accommodations for out of town guests
- _____ Help mothers select dresses
- _____ Make final floral decisions
- _____ Arrange wedding day transportation

2-4 Months Before

- _____ Start addressing invitations
- _____ Confirm ceremony plans with officiant
- _____ Plan rehearsal and rehearsal dinner
- _____ Arrange for decorations
- _____ Finalize honeymoon plans
- _____ Plan ceremony music with musicians

1-2 Months Before

- _____ Mail invitations to arrive 4-6 weeks before wedding
- _____ Confirm details with all contracted services
- _____ Have final gown fitting
- _____ Have final fittings for attendants
- _____ Get marriage license and blood tests (if necessary)
- _____ Purchase gifts for attendants
- _____ Get your accessories ready: ring pillow, candles, guest book, etc.
- _____ Maintain record of gifts received and mail thank you notes immediately
- _____ Confirm pre-nuptial dinner arrangements

2 Weeks Before

- _____ Confirm rehearsal time and date with all wedding party members
- _____ Arrange name and address changes on bank accounts, credit cards, drivers license, etc.
- _____ Contact guests who have not yet R.S.V.P.'d
- _____ Keep up with thank you notes

1 Week Before

- _____ Provide final guest count to caterer
- _____ Plan seating arrangements
- _____ Confirm honeymoon reservations, pick up tickets
- _____ Pick up wedding attire and check fit

Wedding Day

- _____ Rings and marriage license
- _____ If pictures are being taken before the ceremony, the entire wedding party should be ready two hours before
- _____ Bring all accessories and an emergency kit including spare stockings, sewing needs, safety pins, etc.
- _____ Give officiant's fee to best man for presentation after the ceremony

pre-wedding details

Invitations & Stationery

Stationery _____

Phone _____

Order Date _____

Date Ready _____

Notes _____

Stationery Checklist _____

Items _____

Price _____

Quantity _____

Save the Date _____

Invitations _____

Wedding Announcements _____

Programs _____

Response Cards _____

Place Cards _____

Escort Cards _____

Table Cards/Menus _____

Guest Book _____

Rehearsal Dinner Invitations _____

Thank You Cards _____

Napkins _____

Favors _____

Other _____

Favors

Favor Item _____

Favor Item _____

Store From _____

Date Ordered _____

Date Ready _____

Notes _____

Wedding Rings

Jeweler _____

Phone _____

Address _____

Description of Ring _____

Price _____

the bride

Bride's Checklist

Bridal Shop _____ Phone # _____

Fitting Date _____ 2nd Fitting _____

Final Fitting _____ Pick-up Date _____

Dress Description _____

Accessories _____

Headpiece/Veil _____ Price _____ Date Ready _____

Bra/Bustier _____ Price _____ Date Ready _____

Stockings & Garter _____ Price _____ Date Ready _____

Shoes _____ Size _____ Price _____ Date Ready _____

Jewelry _____ Price _____ Date Ready _____

Wrap/Cape _____ Price _____ Date Ready _____

Other _____ Price _____ Date Ready _____

Something Old _____ Something New _____

Something Borrowed _____ Something Blue _____

Notes

bride's attendants

Bridal Shop _____ Consultant _____ Fitting Date _____

2nd Fitting Date _____ Final Fitting _____ Phone # _____

Dress Description _____ Style _____ Price _____

Shoe Description _____ Style _____ Price _____

	Size	Shoe Size	Pick-up
Maid of Honor _____	_____	_____	_____
Bridesmaid _____	_____	_____	_____
Bridesmaid _____	_____	_____	_____
Bridesmaid _____	_____	_____	_____
Bridesmaid _____	_____	_____	_____
Bridesmaid _____	_____	_____	_____
Flower Girl _____	_____	_____	_____

bride's mother

Store _____

Consultant _____

Phone # _____

Address _____

Description _____

Fitting _____

Pick-up _____

groom's mother

Store _____

Consultant _____

Phone # _____

Address _____

Description _____

Fitting _____

Pick-up _____

groom's attire

Fitting Deadline _____ Bridal Shop _____ Phone # _____

Fitting Date _____ Final Fitting _____ Pick-up Date _____

Package Includes _____

Accessories _____

Style/Color _____

Sizes: Coat _____ Trousers _____ Shirt _____ Shoes _____

groom's attendants

Style/Color _____

	Coat Size	Trousers Size	Shirt Size	Shoes Size
Groomsman _____	_____	_____	_____	_____
Groomsman _____	_____	_____	_____	_____
Groomsman _____	_____	_____	_____	_____
Groomsman _____	_____	_____	_____	_____
Groomsman _____	_____	_____	_____	_____
Usher _____	_____	_____	_____	_____
Usher _____	_____	_____	_____	_____
Usher _____	_____	_____	_____	_____
Ringbearer _____	_____	_____	_____	_____

fathers

Style/Color _____

	Phone #	Coat Size	Trousers Size	Shirt Size	Shoes Size
Bride's Father _____	_____	_____	_____	_____	_____
Groom's Father _____	_____	_____	_____	_____	_____
Other Special Men _____	_____	_____	_____	_____	_____

rehearsal dinner

Date _____ Time _____

Site _____ Address _____

Phone _____ Contact _____ Menu Price _____

Guest List

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Guest Name _____ Invite Sent _____

Notes

the dessert

Bakery _____ Address _____

Phone _____ Contact _____

Consult/Sample Date _____ Date Ordered _____ Date Promised _____

Price _____ Number Served _____

Delivery Info _____

Other Confections

Store _____ Address _____

Phone _____ Contact _____

Consult/Sample Date _____ Date Ordered _____ Date Promised _____

Price _____ Number Served _____

Delivery Info _____

_____ Cupcakes _____ Cookies _____ Candies _____ Pies _____ Ice Cream

Notes _____

the ride

Company Name _____ Phone _____

Contact/Driver _____ Limo _____ Carriage _____

Pick-up Time _____ Length of Rental Time _____

Capacity _____ Price _____ Additional Price/Time _____

What's Included

- Bachelor(ette) Party
- Bride and Groom to Ceremony
- Bride and Groom to Reception
- Bride and Groom to Hotel
- Others to Ceremony
- Others to Reception
- Other Transportation

music

Ceremony

Musician 1 _____

Phone _____ Price _____

Musician 2 _____

Phone _____ Price _____

Songs

Processional _____

Ceremony _____

Recessional _____

Reception

Musician 1 _____

Phone _____ Price _____

Musician 2 _____

Phone _____ Price _____

Notes

Musical Selection

Bride and Groom First Dance _____

Wedding Party Dance _____

Parents Dance _____

Dollar Dance Songs _____

Other Entertainment

Photobooth _____ Flipbooks _____

Other _____

Company _____

Phone _____

Contact _____

Date Ordered _____ Time On _____

Date Promised _____

Price _____

Details _____

photography

Studio _____

Phone _____

Contact _____

Price _____

Take List to Photographer: Discuss Which Stops Are Posed, Candid, in Color or Black and White.

Before Ceremony

- | | | |
|---|--|---|
| <input type="checkbox"/> Bride Alone | <input type="checkbox"/> Bride and Bridesmaids | <input type="checkbox"/> Groom and Both Parents |
| <input type="checkbox"/> Bride and Her Mother | <input type="checkbox"/> Fixing Hair/Makeup | <input type="checkbox"/> Groom and Best Man |
| <input type="checkbox"/> Bride and Her Father | <input type="checkbox"/> Groom Alone | <input type="checkbox"/> Groom and Groomsmen |
| <input type="checkbox"/> Bride and Both Parents | <input type="checkbox"/> Groom and His Mother | <input type="checkbox"/> Other |
| <input type="checkbox"/> Bride and Maid/Matron of Honor | <input type="checkbox"/> Groom and His Father | |

At Ceremony

- | | | |
|--|--|---|
| <input type="checkbox"/> Guests Outside the Church | <input type="checkbox"/> Saying Vows | <input type="checkbox"/> Leaving Church |
| <input type="checkbox"/> Guests Being Seated | <input type="checkbox"/> Rings Exchange | <input type="checkbox"/> Getting into Car |
| <input type="checkbox"/> Giving Away the Bride | <input type="checkbox"/> Flower Girl/Ring Bearer | <input type="checkbox"/> Other |
| <input type="checkbox"/> Groom Watching Bride Coming
Down the Aisle | <input type="checkbox"/> The Kiss | |
| <input type="checkbox"/> Altar During Ceremony | <input type="checkbox"/> Recession Up the Aisle | |

Before Reception

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Bride and Groom's
Hands | <input type="checkbox"/> Flower Arrangements | <input type="checkbox"/> Bride with Parents | <input type="checkbox"/> Group Picture |
| <input type="checkbox"/> Bride and Groom | <input type="checkbox"/> Groom with Parents | <input type="checkbox"/> Other | |

At Reception

- | | | | |
|---|--------------------------------------|--|---|
| <input type="checkbox"/> Bride & Groom Arriving | <input type="checkbox"/> Tables | <input type="checkbox"/> Cake/Desserts | <input type="checkbox"/> Throwing Bouquet |
| <input type="checkbox"/> Going into Reception | <input type="checkbox"/> Place Cards | <input type="checkbox"/> Cutting Cake Toasts | <input type="checkbox"/> Dancing |
| <input type="checkbox"/> Receiving Line | <input type="checkbox"/> Favors | | |

Videography

Studio _____

Phone _____

Contact _____

Price _____

the reception

Date/Time _____ Address _____
Phone # _____
Food Service Time _____ Contact _____
Cost _____ Deposit _____ Cancellation Terms _____

Does the Facility Provide . . .

Catering Service? _____ Servers (how many)? _____
Liquor? _____ Bartenders? _____
Access for Decorating? _____ Tables & Chairs? _____
Dance Floor? _____ Ample Power Outlets? _____
Security? _____ Handicapped Access? _____
Adequate Parking? _____ Valet Parking? _____
Cleanup? _____ Representative During? _____

Notes

Dinner/Reception Music

Group _____
Contact _____
Phone # _____
Playing from _____ to _____
Types of Music _____
Musicians Attire _____
Need Early Setup Time? _____
Cost _____ Deposit _____
Balance Due When? _____

Notes

Dance Music

Band/DJ _____
Contact _____
Phone # _____
Playing from _____ to _____
Continuous Music or Breaks? _____
How Often? _____ How Long? _____
Overtime Policy _____
Types of Music _____
Musicians/DJ's Attire _____
Early Setup Time _____
Is Leader/DJ Going to Emcee? _____
Cost _____ Deposit _____
Balance Due When? _____

catering

Caterer _____ Address _____
Phone # _____
Service Date/Time _____ Contact _____
Reception Location _____ Price _____

Cost

Per Person _____ x # Guests _____ = \$ _____

Menu

Does the Cost Cover . . .

All Necessary Equipment? _____ Room Setup? _____
China & Flatware? _____ Cake Cutting? _____
Servers (how many)? _____ Setup & Cleanup? _____
Taxes & Gratuity? _____ Other? _____

Liquor

Supplier _____ Address _____
Phone # _____ Contact _____
Pick-up or Deliver? _____ Ice _____
Open Bar From _____ To _____ Wine(s) for Dinner _____
Cash Bar From _____ To _____ Champagne for Toast _____

Other Beverages

Punch _____ Soft Drinks _____
Non-Alcoholic Wine/Beer/Champagne _____

ceremony

Location _____ Address _____

Phone # _____ Contact & Phone # _____

Officiant(s) & Phone #'s _____ Fee _____

Rehearsal Date/Time _____ Arrival Time _____

Ceremony Time _____

Does the Facility Provide

Aisle Runner _____ Canopy _____ Candles _____ Rice/Birdseed _____ Dressing Rooms _____

Items to Bring to Ceremony

Marriage License _____ Vows _____ All Clothing _____ All Jewelry _____

Unity Candle _____ Programs _____ Flowers _____ Decorations _____

Send-off Items (birdseed, bubbles, balloons, sparklers) _____

Other _____

flowers

Florist _____

Contact _____

Address _____

Phone # _____

Delivery Date/Time/Place _____

Date Ordered _____

Floral & Decor Checklist

Item _____

Quantity _____

Price _____

Bride's Bouquet _____

Flowers in Bride's Hair _____

Corsages (Pin On/Wrist/Hand Tied; Mothers,

Grandmothers, Attendants, Honored Guests) _____

Toss Bouquet _____

Memorial Flowers (In Honor of Deceased Relatives)

Reception Entrance _____

Guest Table _____

Place Card Table _____

High Top Cocktail Tables _____

Hors d'Oeuvres Area _____

Head Table _____

Centerpieces _____

Buffet Line _____

Dessert Table _____

Ceiling _____

Bar Décor _____

Bathroom Decor _____

Lounges _____

Bridal Suite _____

Maid of Honor Bouquet _____

Bridemaid's Bouquets # _____

Flower Girl _____

Boutonniere (Groom, Groomsmen, Ushers, Fathers,

Grandfathers, Ringbearer, Godparents, Honored

Guests) _____

Ceremony Entrance _____

Aisle _____

Altar Arrangements _____

Unity Candle _____