

wedding

PLANNER & GUIDE

WEDDING PLANNER

name



name

wedding date

location(s)

ceremony time

reception time

CALENDAR CHECKLIST

This is an ideal timeline. Couples who do not have as much time as shown should plan their wedding in much the same order, using the checklist as a guide. *Be sure to check things off as they are completed or cross out if it doesn't apply to your plans.*

IMMEDIATELY AFTER THE ENGAGEMENT

- ☐ Discuss budget, size and style of the wedding. Decide who pays for what.
- ☐ Contact a travel agent if planning a destination wedding.
- ☐ Choose a wedding date and time. Check vendor availability prior to setting a date.
- ☐ Create a system to organize your thoughts, photos, worksheets, etc. (binder, web folder, Pinterest account).
- ☐ Enlist the services of a wedding planner.
- ☐ Make initial contact with vendors and obtain references.
- ☐ Tour and reserve ceremony and reception sites; make initial catering contacts.
- ☐ Meet with officiant; schedule premarital counseling.
- ☐ Reserve photographer.
- ☐ Reserve videographer.
- ☐ Make arrangements for ceremony and reception music, and other entertainment (photo booth, flipbook, DJ, etc.).
- ☐ Make all transportation arrangements to and from the wedding and the reception.
- ☐ Start shopping for wedding dress and bridesmaid dresses.
- ☐ Reserve florist.
- ☐ Reserve wedding night suite and blocks of rooms at hotels for out of town guests.
- ☐ Initial catering consultation - tasting appointment shortly thereafter and book caterer.
- ☐ Select your wedding party. Select one usher for every 50 guests.
- ☐ Appoint someone to act as "organizer" to troubleshoot any problems that might arise and make sure everyone is where they need to be the week of the wedding.
- ☐ Book engagement photo session well enough in advance to use photo in save the dates.
- ☐ Find out in your local area where they publish or post engagement announcements, and requirements.
- ☐ Select and order wedding dress.

9 MONTHS OR BEFORE

- ☐ Reserve rental items that are larger in size (tents) or high in demand (chairs).
- ☐ Contact a travel agent to plan your honeymoon; put down a deposit.
- ☐ Begin passport acquisition process.
- ☐ Compile the guest list and guests' addresses.
- ☐ Consult with stationer about save the date design concept.
- ☐ Shop for formalwear.
- ☐ Mail save the dates (consider including room block information).
- ☐ Book your salon professional to ensure the preferred date and time. Check with your salon for how far in advance they book wedding parties.
- ☐ Select and order undergarments.

6 MONTHS OR BEFORE

- ☐ Look for alteration specialist (if someone other than bridal shop).
- ☐ Choose and order bridesmaid dresses.
- ☐ Reserve your baker (earlier if your wedding is during a peak time) & have a design consultation.
- ☐ Reserve your rehearsal dinner venue and choose menu.
- ☐ Have florist consultation and choose flowers.
- ☐ Get measurements for those renting formalwear.
- ☐ Place your formalwear orders.
- ☐ Finalize order for any rental items including serveware, linens, décor, etc.
- ☐ Meet with stationer to determine invitation style and colors; place order and begin proofing process.
- ☐ Implement diet and exercise program.
- ☐ Sign up for dance lessons. Choreograph special dance routine to “wow” guests.

4 MONTHS OR BEFORE

- ☐ Create wedding registries and continue to update them every couple of weeks.
- ☐ Order ice sculpture.
- ☐ Select and order mothers dresses.

3 MONTHS OR BEFORE

- ☐ Discuss ceremony plans with officiant.
- ☐ Start monitoring the hotel blocks on a weekly or monthly basis so you can adjust the number and type of rooms set aside if necessary.
- ☐ Begin dress alteration process for bride and bridesmaids.
- ☐ Contact photographer to go over timeline and any new details. Discuss how family portraits and other group shots will be handled. Verify date, time, and location particulars.
- ☐ Give videographer wedding day timeline and any other pertinent information.
- ☐ Give gentle reminder to any anyone that has not yet been measured for formalwear.
- ☐ Verify event cost with caterer once they determine availability and seasonal fluctuations.
- ☐ Address wedding invitations.

2 MONTHS OR BEFORE

- ☐ Mail invitations.
- ☐ Purchase all accessories and shoes.
- ☐ First dress fitting; Schedule second dress fitting for a couple weeks later.
- ☐ Buy a wedding gift for future spouse and gifts for attendants and helpers.
- ☐ Schedule a follow up meeting with florist to tie up loose ends before flowers are ordered.
- ☐ Meet with invitation specialist for programs, place cards, escort cards, favors, and any other signage including guest books, hosted bar signs, etc.
- ☐ Meet with ceremony and reception musicians/DJs to choose music.

1 MONTH OR BEFORE

- ☐ Final appointment with ceremony site coordinator to solidify final plans.
- ☐ Confirm formalwear choices; check that everyone has been measured.
- ☐ Final appointment with reception site coordinator to solidify final plans.
- ☐ Do a trial run for hair and makeup.
- ☐ Check in your local area where wedding announcements may be published or posted and what are the requirements.
- ☐ Finalize plans for rehearsal dinner.
- ☐ Make final tweaks to rental items list, if necessary.
- ☐ Plan seating arrangements for the rehearsal dinner and reception.
- ☐ Review this checklist to make sure nothing has been missed.
- ☐ Complete change of address information for post office, if necessary.
- ☐ Keep current with "Thank You" notes for showers and early wedding gifts.
- ☐ Shop for and purchase wedding bands. If wanting custom rings, decide on ring design. Once prototype is created, approve or make changes to proposed design.
- ☐ Make final payment to travel agent.
- ☐ Finalize orders for programs and day-of wedding accessories.

2 WEEKS OR MORE BEFORE

- ☐ Final dress fitting.
- ☐ Give the final guest count to your baker and verify all details.
- ☐ Finalize list of names for place cards or escort cards.
- ☐ Apply for marriage license. Be sure to bring all needed documents.
- ☐ Inform or send rehearsal invitations, including exact time and location, to those who will attend the rehearsal/rehearsal dinner.
- ☐ Break in wedding shoes.
- ☐ Inquire about where the couple and attendants will dress for the ceremony.
- ☐ Review all details. Walk through the entire event considering things like parking, access for handicapped guests, etc.
- ☐ Turn in final guest count to caterer.
- ☐ Pick up rings.
- ☐ Receive travel documents from travel agent.

1 WEEK BEFORE

- ☐ Get any needed haircuts, trims, waxing.
- ☐ Check in with ceremony and reception venues to inform them of any last minute details.
- ☐ Review final details for those in the wedding party.
- ☐ Pack for the honeymoon.
- ☐ Enjoy a day with family and friends. Visit a day spa, have a massage, a facial, and relax.
- ☐ Check in with officiant, caterer, photographer, videographer, musicians, DJ, florist, driver, etc. to finalize and verify details.

3 DAYS BEFORE

- ☐ Pick up wedding gown, un-bag gown at home after pickup.
- ☐ Drop off guest welcome bags for hotel to distribute.

1 DAY BEFORE

- ☐ Get a manicure and pedicure.
- ☐ Visit formalwear retailer for final fitting and pick up.
- ☐ Get any final shampoos, beard and mustache trims.
- ☐ Attend the rehearsal and rehearsal dinner and give gifts to attendants.
- ☐ Organize gown, accessories, etc. to go to ceremony.

WEDDING DAY

- ☐ Hair, makeup, etc.
- ☐ GET MARRIED!
- ☐ Stay hydrated & nourished.
- ☐ Any money due or cash tips for waitstaff and vendors is given to wedding coordinator or person designated by the couple to hand out.

1-2 DAYS AFTER

- ☐ Return rented formalwear.
- ☐ Return other rental items.
- ☐ Mail wedding announcements.
- ☐ Don't forget to send thank you notes in a timely manner.

notes:

BUDGET EXPENSE RECORD

Use totals from the following worksheet pages.

	Estimate	Actual
Bridal Gown (include alterations)	_____	_____
Headpiece/Accessories	_____	_____
Hair/Makeup	_____	_____
Suit or Tuxedo	_____	_____
Engagement Ring	_____	_____
Wedding Bands	_____	_____
Invitations/Stationery	_____	_____
Photography	_____	_____
Videography	_____	_____
Music/Musicians	_____	_____
Wedding Cake/Sweets	_____	_____
Flowers	_____	_____
Ceremony Costs (officiant, venue, license)	_____	_____
Ceremony Decor	_____	_____
Reception Decor	_____	_____
Rentals	_____	_____
Favors	_____	_____
Food/Beverage Catering	_____	_____
Rehearsal Dinner	_____	_____
Reception Venue Rental	_____	_____
Reception Entertainment (photo booth, etc.)	_____	_____
Transportation	_____	_____
Gifts (attendants, parents, others)	_____	_____
Gifts for each other	_____	_____
Honeymoon	_____	_____
TOTALS	\$ _____	\$ _____

WEDDING ATTIRE

Bring proper undergarments and shoes to fittings.

Store: _____

Email: _____ Phone: _____

Address: _____

Consultant: _____

Gown Description (color, fabric, lace, style, etc.): _____

_____ Price: _____

Date Ordered: _____ Date Promised: _____

Fitting Appointments: _____

Store: _____

Email: _____ Phone: _____

Address: _____

Consultant: _____

Formalwear Description (color, designer, style, etc.): _____

_____ Price: _____

Date Ordered: _____ Date Promised: _____

Fitting Appointments: _____

WEDDING ACCESSORIES

Headpiece & Veil: _____ Price: _____

Bra/Bustier: _____ Price: _____

Body Stocking: _____ Price: _____

Nylons: _____ Price: _____

Garter: _____ Price: _____

Hoop/Slip: _____ Price: _____

Shoes/Socks: _____ Price: _____

Jewelry: _____ Price: _____

Wrap/Cape: _____ Price: _____

Suspenders: _____ Price: _____

Purse: _____ Price: _____

Something Old: _____ Something New: _____

Something Borrowed: _____ Something Blue: _____

THE ATTENDANTS

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

Name/Title: _____

SPECIAL PARTICIPANTS

Usher: _____

Usher: _____

Reader: _____

Reader: _____

Personal Attendant: _____

Other: _____

Other: _____

Other: _____

ATTENDANTS' ATTIRE

Dress Store: _____

Email: _____ Phone: _____

Address: _____

Consultant: _____

Gown Description (color, fabric, lace, style, etc.): _____

Price: _____

Date Ordered: _____ Date Promised: _____

Shoes: _____ Price: _____

Jewelry: _____ Price: _____

Undergarments: _____ Price: _____

Handbags: _____ Price: _____

Wrap: _____ Price: _____

Other: _____ Price: _____

Formalwear Store: _____

Email: _____ Phone: _____

Address: _____

Consultant: _____

Formalwear Description (color, designer, style, etc.): _____

Date Measurements Needed By: _____ Date Ordered: _____

Date Promised: _____ Price: _____

Check with the formalwear shop for information on how to
get out-of-town attendants measured and fitted.

Remind attendants to make an appointment for fittings. Advise them
to bring proper undergarments and shoes to all fittings.

PRE-WEDDING DETAILS

ENGAGEMENT RING

Jeweler: _____

Email: _____ Phone: _____

Address: _____

Contact: _____

Description of Ring: _____ Price: _____

WEDDING BANDS

Jeweler: _____ Phone: _____

Email: _____

Address: _____

Contact: _____

Description of Rings: _____ Price: _____

notes:

INVITATIONS & STATIONERY

Stationer: _____

Email: _____ Phone: _____

Address: _____

Contact: _____

Date Ordered: _____

Date Promised: _____

Description/Notes: _____

STATIONERY CHECKLIST

Be sure to order extra!

ITEMS	QUANTITY	PRICE
☐ Save the Dates	_____	_____
☐ Invitations	_____	_____
☐ Programs	_____	_____
☐ Response Cards	_____	_____
☐ Place Cards	_____	_____
☐ Escort Cards	_____	_____
☐ Table Numbers	_____	_____
☐ Menu Cards	_____	_____
☐ Guest Book	_____	_____
☐ Rehearsal Dinner Invitations	_____	_____
☐ Thank You Cards	_____	_____
☐ Thank You Gifts	_____	_____
☐ Specialty Cards	_____	_____
☐ Napkins	_____	_____
☐ Favors	_____	_____
☐ Signage	_____	_____
☐ Other	_____	_____

INVITATION WORDING SAMPLES

TRADITIONAL BRIDE'S PARENTS SPONSORING

Mr. and Mrs. William Andrews
request the honour of your presence
at the marriage of their daughter
Sarah Lynn
to
Mr. Michael James Brooks
on Saturday, the tenth of September
at half past two o'clock
St. Patrick Church
Lake Geneva, Wisconsin

TRADITIONAL COUPLE SPONSORING WEDDING

The honour of your presence
is requested at the marriage of
Sarah Lynn Andrews
to
Michael James Brooks
on Saturday, the tenth of September
at half past two o'clock.
St. Patrick Church
Lake Geneva, Wisconsin

TRADITIONAL COUPLE'S PARENTS SPONSORING

Mr. and Mrs. William Andrews
and
Mr. and Mrs. Thomas Brooks
request the honour of your presence
at the marriage of
Sarah Lynn
to
Michael James
on Saturday, the tenth of September
at half past two o'clock
St. Patrick Church
Lake Geneva, Wisconsin

LESS FORMAL BRIDE'S PARENTS SPONSORING

We ask only those dearest in our
hearts to join us in celebrating the
marriage of our daughter
Sarah to
Mike Brooks
at half past two o'clock on Saturday,
September tenth
St. Patrick Church
Lake Geneva, Wisconsin
Mary and William Andrews

COUPLE SPONSORING WEDDING WITH DIVERSE FAMILY

Sarah Lynn Andrews
and
Michael James Brooks
together with our families,
invite you to celebrate our marriage
on Saturday, the tenth of September
at half past two o'clock
St. Patrick Church
Lake Geneva, Wisconsin

SAME SEX COUPLE SPONSORING WEDDING

Please join us as we,
Dylan and
Robin
celebrate our wedding ceremony
on Saturday, the tenth of September
at half past two o'clock.
St. Patrick Church
Lake Geneva, Wisconsin

WEDDING REGISTRY

Store: _____

Address: _____

Email: _____ Phone: _____

Website: _____

Store: _____

Address: _____

Email: _____ Phone: _____

Website: _____

Store: _____

Address: _____

Email: _____ Phone: _____

Website: _____

Store: _____

Address: _____

Email: _____ Phone: _____

Website: _____

notes:

REGISTRATION CHECKLIST

- ☐ Dining: Casual
- ☐ Dining: Formal
- ☐ Kitchen
- ☐ Bedroom
- ☐ Bathroom
- ☐ Living/Household
- ☐ Garage
- ☐ Restaurants
- ☐ Travel/Honeymoon
- ☐ Outdoor/Sporting Goods
- ☐ Charity

notes:

GIFTS FOR OTHERS

	GIFT ITEM(S)	PRICE
☐ Attendants	_____	_____
☐ Attendants	_____	_____
☐ Mothers	_____	_____
☐ Fathers	_____	_____
☐ Bride	_____	_____
☐ Groom	_____	_____
☐ Personal Attendant	_____	_____
☐ Other	_____	_____
☐ Other	_____	_____
☐ Other	_____	_____

FAVORS

Favor Item(s): _____

From: _____

Email: _____ Phone: _____

Address: _____ Price: _____

Date Ordered: _____ Date Promised: _____

Details: _____

SHOWERS

SHOWER NO. 1

Host/Hostess: _____

Email: _____ Phone: _____

Location/Address: _____

Date: _____

Type of Shower: _____

GIFT

GIVER

THANK YOU

[illegible]

SHOWER NO. 2

Host/Hostess: _____

Email: _____ Phone: _____

Location/Address: _____

Date: _____

Type of Shower: _____

GIFT

GIVER

THANK YOU

[illegible]

THE REHEARSAL

AT THE CEREMONY SITE

Rehearsal Date: _____ Time: _____

THE REHEARSAL DINNER

Address: _____

Email: _____ Phone: _____

Contact: _____

Date: _____ Time: _____

Menu: _____

Price: _____

REHEARSAL & REHEARSAL DINNER GUEST LIST

GUEST NAME

INVITE SENT

[illegible]

WEDDING DAY DETAILS

BEAUTY

Salon: _____

Email: _____ Phone: _____

Address: _____

Stylist: _____

Appointments:

1) _____

2) _____

3) _____

Price: _____

WEDDING PARTY

Salon: _____

Email: _____ Phone: _____

Address: _____

Stylist/Services: _____

Appointment: _____

Spa Day: _____

Price: _____

notes:

THE CAKE

Bakery: _____
Email: _____ Phone: _____
Address: _____
Contact: _____
Date Ordered: _____ Date/Time Promised: _____
Price: _____
Delivery Information: _____

OTHER SWEETS

Bakery: _____
Email: _____ Phone: _____
Address: _____
Contact: _____
Date Ordered: _____ Date/Time Promised: _____
Price: _____
Delivery Information: _____

☐ Cupcakes ☐ Cookies ☐ Pies ☐ Candies ☐ Ice Cream/Sundae Bar ☐ Other

TRANSPORTATION

Company Name: _____
Email: _____ Phone: _____
Contact: _____
Type/Description (carriage, limo, etc.): _____
Pickup Date: _____ Time: _____
Length of Rental Time: _____ Capacity: _____
Price: _____ Additional Time Charge: _____

☐ Bachelor/ette Party ☐ Couple to Ceremony ☐ Couple to Reception
☐ Couple to Hotel ☐ Others to Ceremony ☐ Others to Reception
☐ Other Transportation: _____

MUSIC

CEREMONY

Musicians: 1) _____

Phone: _____ Price: _____

Email: _____

Musicians: 2) _____

Phone: _____ Price: _____

Email: _____

MUSICAL SELECTIONS:

Processional: _____

Ceremony: _____

Recessional: _____

RECEPTION

Musicians/DJ: 1) _____

Phone: _____ Price: _____

Email: _____

Musicians/DJ: 2) _____

Phone: _____ Price: _____

Email: _____

MUSICAL SELECTIONS:

Couple's First Dance: _____

Grand Entrance or March : _____

Couple/Parent's Dance: _____

Other Requests: _____

OTHER ENTERTAINMENT

☐ Photo booth ☐ Flipbooks ☐ Lawn Games ☐ Other

Professional: _____

Email: _____ Phone: _____

Contact: _____

Date Ordered: _____ Date/Time Promised: _____

Price: _____

Details: _____

DANCE LESSONS

Professional: _____

Email: _____ Phone: _____

Address: _____

Lesson Dates: _____

Price: _____

Details: _____

notes:

PHOTOGRAPHY

Business Name: _____

Phone: _____

Email: _____

Address: _____

Photographer's Name: _____

Price: _____

Take list to photographer: discuss which shots are posed, candid, in color, or black & white.

Tip: The more you get done before the ceremony allows for more fun at the reception!

BEFORE THE CEREMONY

- ☐ Getting Ready
- ☐ Each Alone
- ☐ First Look
- ☐ Each with mother
- ☐ Each with father
- ☐ Each with their parents
- ☐ Each with Special Attendants

- ☐ Both with Entire Wedding Party
- ☐ Flowers
- ☐ Invitation Suite
- ☐ Rings
- ☐ Accessories/Jewelry
- ☐ Other _____
- ☐ Other _____

AT THE CEREMONY

- ☐ Guests outside
- ☐ Ushers escorting guests to seats
- ☐ Parents being seated
- ☐ Couple's entrances
- ☐ Attendants at altar
- ☐ Giving-away ceremony
- ☐ Altar during ceremony

- ☐ Couple saying vows
- ☐ Ring ceremony
- ☐ Child Attendants
- ☐ The kiss
- ☐ Couple exiting
- ☐ Other _____
- ☐ Other _____

BEFORE THE RECEPTION

- ☐ Couple's hands or rings
- ☐ Couple
- ☐ Each Alone
- ☐ Each With Mother
- ☐ Each with Father
- ☐ Each with their Parents
- ☐ Couple with all parents

- ☐ Each with Special Attendants
- ☐ Both with Entire Wedding Party
- ☐ Couple with all parents
- ☐ Couple with each family
- ☐ Couple looking at each other
- ☐ Other _____
- ☐ Other _____

AT THE RECEPTION

- ☐ Couple arriving
- ☐ Grand Entrance
- ☐ Buffet table & food stations
- ☐ Cake/Sweets
- ☐ Couple seated at table
- ☐ Special dances
- ☐ Couple talking with guests
- ☐ Couple cutting the cake

- ☐ Couple feeding cake
- ☐ Couple toasting
- ☐ Bouquet & garter tosses
- ☐ Couple dancing
- ☐ Decor
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____

VIDEOGRAPHY

Business Name: _____

Email: _____ Phone: _____

Address: _____

Videographer's Name: _____ Price: _____

☐ Rehearsal ☐ Pre-Ceremony ☐ Ceremony ☐ Reception

notes:

Capture these moments, special people, etc.

FLORAL & DECOR

Florist: _____

Email: _____ Phone: _____

Address: _____

Salesperson: _____

Delivery Date/Time/Place: _____

Description (bouquet style, colors, flower types): _____

FLORAL & DECOR CHECKLIST

ITEM	QUANTITY	PRICE
☐ Bouquet	_____	_____
☐ Attendant Bouquet(s)	_____	_____
☐ Flowers For Hair	_____	_____
☐ Flower Girl Petals, Miniature Bouquet, Flower Head Crown, Pomander Ball, or Flower Baskets	_____	_____
☐ Corsages (Pin-on, Wrist, or Hand-tied posy; Mothers, Grandmothers, Personal Attendant, Honored Guests)	_____	_____
☐ Boutonnieres (Attendants, Fathers, Grandfathers, Ringbearer, Godparents, Honored Guests)	_____	_____
☐ Ceremony Entrance	_____	_____
☐ Aisle Decor	_____	_____
☐ Arch/Alter Arrangements	_____	_____
☐ Flowers for Unity Candle	_____	_____
☐ Memorial Flowers	_____	_____
☐ Reception Entrance	_____	_____
☐ Guest Book Table	_____	_____
☐ Escort Card Table	_____	_____
☐ High Top Cocktail Tables	_____	_____
☐ Hors D'oeuvres Area	_____	_____
☐ Dining Table Centerpieces	_____	_____
☐ Buffet Line	_____	_____
☐ Sweets Table	_____	_____
☐ Reception Ceiling & Chandeliers	_____	_____
☐ Around Dance Floor	_____	_____
☐ Toss Bouquet	_____	_____
☐ Bar	_____	_____
☐ Bathroom	_____	_____
☐ Lounges	_____	_____
☐ Vehicle	_____	_____
☐ Signage	_____	_____

OTHER DECOR

☐ Ice Sculpture ☐ Other

Professional: _____

Email: _____ Phone: _____

Address: _____

Delivery Date/Time/Place: _____

Description and Costs: _____

LIGHTING

Lighting Specialist: _____

Email: _____ Phone: _____

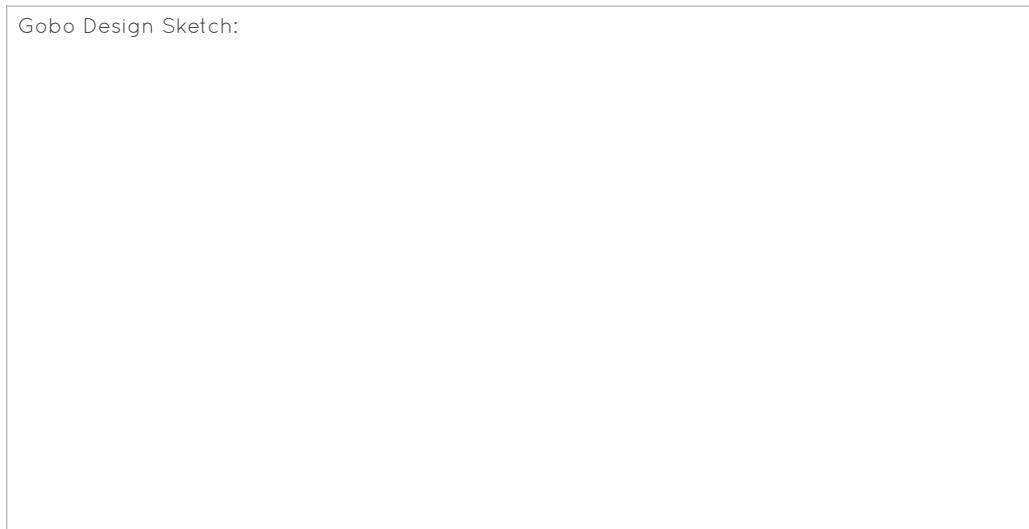
Address: _____ Contact: _____

Date Ordered: _____ Date/Time Promised: _____

Placement and Details: _____

Price: _____

Gobo Design Sketch:



RENTALS

VENDOR: 1) _____

Email: _____ Phone: _____

Address: _____

Contact: _____

Items to Reserve for Ceremony/Reception: _____

Pickup/Delivery Date: _____ Time: _____

Return Date: _____ Time: _____

Deposit: _____ Price: _____

VENDOR: 2) _____

Email: _____ Phone: _____

Address: _____

Contact: _____

Items to Reserve for Ceremony/Reception: _____

Pickup/Delivery Date: _____ Time: _____

Return Date: _____ Time: _____

Deposit: _____ Price: _____

VENDOR: 3) _____

Email: _____ Phone: _____

Address: _____

Contact: _____

Items to Reserve for Ceremony/Reception: _____

Pickup/Delivery Date: _____ Time: _____

Return Date: _____ Time: _____

Deposit: _____ Price: _____

THE WEDDING DAY

THE CEREMONY

Site: _____

Address: _____

Phone: _____ Contact: _____

Email: _____

Officiant: _____ Costs: _____

Date: _____

Ceremony Time: _____

Arrival Time: _____

PREMARITAL COUNSELING DATES & TIMES:

1) _____

2) _____

3) _____

4) _____

ITEMS TO REMEMBER TO BRING TO THE CEREMONY SITE:

- ☐ Marriage license
- ☐ Personal wedding vows & Readings
- ☐ All clothing, shoes, and accessories (if getting dressed on site)
- ☐ All jewelry (bridal accessories, bridesmaid accessories, wedding rings)
- ☐ Unity candle (and lighter if necessary)
- ☐ Guest book and pen
- ☐ Programs
- ☐ Flowers (if not delivered by florist) including corsages, boutonnieres, decor, bouquets, etc.
- ☐ Ceremony decor
- ☐ Send-off items (birdseed, bubbles, doves, butterflies, balloons, ribbon wands, sparklers, etc.)
- ☐ Other: _____

THE RECEPTION

Site: _____

Address: _____

Phone: _____ Contact: _____

Email: _____

Date: _____ Time: _____

Price: _____

Caterer: _____

Menu: _____

Beverages: _____

Caterer will also provide: _____

Price: _____

notes:

COMMON CEREMONY & RECEPTION LINE-UPS

Choose whatever attendants
& order you wish: Bridesmaid,
Bridesman, Groomsman, Honor
Attendants, Best Man/Woman,
Matron/Maid/Man of Honor.



TRENDY ALTERNATIVES

HEAD TABLE

SWEETHEART TABLE: Instead of sitting at a more traditional head table, the couple can enjoy a little alone time by sitting at their own two-seater dining table. The wedding party then sits together with their dates at regular guest tables.

KING'S TABLE: A king's table is a longer, larger rectangular or square table in the middle of the room where the couple, attendants and their dates, or whomever the couple chooses to sit around it. This creates a more intimate feel with everyone sitting face to face at the table, as well as being surrounded by all the lovely wedding guests on both sides of the couple.

PARENTS' TABLE

SEPARATELY HOSTED TABLES: Instead of traditionally seating the parents and officiant at one table, each set of parents hosts their own table of close family and friends. This works especially well in situations with divorced parents, allowing everyone to sit with people they enjoy while remaining separate. The officiant and his or her date is incorporated into one of the other guest tables.

AFTER THE WEDDING

THE HONEYMOON

Travel Agency: _____

Address: _____

Phone: _____ Contact: _____

Email: _____

Destination: _____

Departure Date: _____ Return Date: _____

Travel Notes: _____

Costs: _____

PACKING LIST:

☐ Casual Outfit(s) (shirts, pants, shorts, shoes) _____

☐ Formal Outfit(s) (dress, shoes) _____

☐ Underwear ☐ Hosiery/Socks ☐ Bras ☐ Hair Brushes/Combs

☐ Sleepwear ☐ Swimwear ☐ Coat/Jacket ☐ Hats

☐ Make-up/Skin Care ☐ Toothpaste & Brush ☐ Deodorants ☐ Shaving Supplies

☐ Hair Care ☐ Electronic Chargers ☐ Sunscreen/Bug Repellent

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

GIFT OPENING PARTY

Email: _____ Phone: _____

Address: _____

Date: _____ Time: _____

GIFT

GIVER

THANK YOU

[illegible]

CHANGING YOUR NAME

Obtain a copy of your new marriage certificate from the Register of Deeds.

Take your certificate to the Social Security Office and change your name there.
You may now begin to use your new name.

Then, take the certificate to the Department of Motor Vehicles and change your name there.

UPDATE EACH OF THE FOLLOWING WITH YOUR NEW NAME:

- | | |
|---|---|
| ☐ Banks | ☐ Medical Care Provider |
| ☐ Contracts | ☐ Mortgage Lender |
| ☐ Professional License–Notification Letter | ☐ County Tax Assessor |
| ☐ Credit Card Companies | ☐ State Tax Commission |
| ☐ Employer (fill out new W-2) | ☐ Wisconsin Dept. of Revenue |
| ☐ Estate Planning/Retirement Documents | ☐ U.S. Passport |
| ☐ Insurance Companies | ☐ U.S. Postal Service |
| ☐ Investment Companies | ☐ Utility Company |
| ☐ Leases and Mortgages | ☐ Voter Registration |
| ☐ Legal Documents | ☐ Wills |

NOTE OF CAUTION: It is a felony to make copies of a marriage certificate. If proof is required, send your actual certificate with a self-addressed, stamped envelope and a request that they return it to you.

notes: