

Wedding Planner



Checklist

Planning & Budget	☐ Book a planner	☐ Mail Save your Dates
	☐ Get Inspiration	☐ Set Priorities
	☐ Set Bridal Style	☐ Set Budget
Food & Venue	☐ Book Venue	☐ Book Caterer
	☐ Order Cake	☐ Order Drinks
Guests	☐ Finalize a guest list	☐ Book an officiant
	☐ Send invitations	☐ Create & update RSVP list
Photography	☐ Hire a photographer	☐ List photo shoots
Wedding Party	☐ Choose Wedding Party	☐
Clothing and Grooming	☐ Order dresses, clothes, shoes & accessories for bride and party	
	☐ Buy rings	☐ Book hair salon and makeup
Seating & Schedule	☐ Finalize seating	☐ Prepare schedule
	☐ Plan ceremony	☐ Reserve tables, chairs, linens, etc
Décor & Favors	☐ Book a florist	☐ Book décor
	☐ Order wedding favors	☐
Music	☐ Hire a DJ/band	☐ Finalize Playlist
Registry & Stationery	☐ Order Save the dates, invitations, menu plans, thank yous	
	☐ Create gift registries	☐
Miscellaneous	☐ Book honeymoon	☐ Write wedding vows
	☐ Book limo or transportation	☐ Get "Something Old, New, Borrowed, Blue"

Checklist

CATEGORY:

Bridal Style

COLORS

STYLE FOR BRIDE

STYLE FOR BRIDESMAIDS

STYLE FOR GROOM & GROOM'S MEN

MUST HAVE ITEMS OR ELEMENTS

Priorities

Circle or write the three most significant aspects of your wedding you must have.

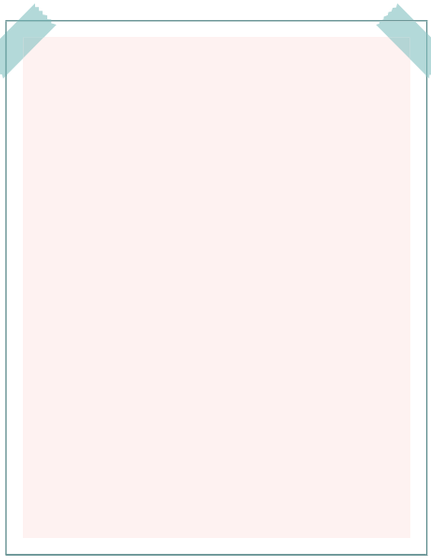
FOOD & DRINKS SMALL PARTY VENUE WEDDING DATE

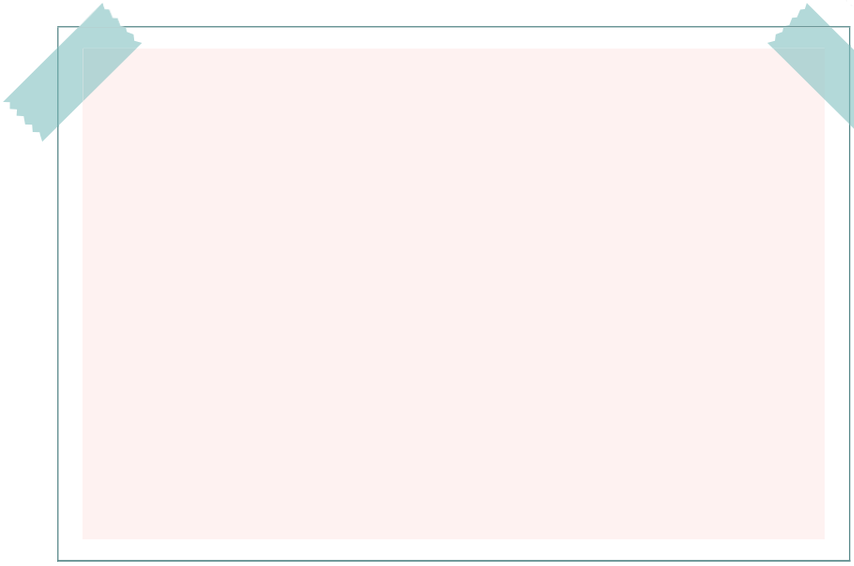
LARGE PARTY PHOTOGRAPHER LIVE BAND DESTINATION WEDDING

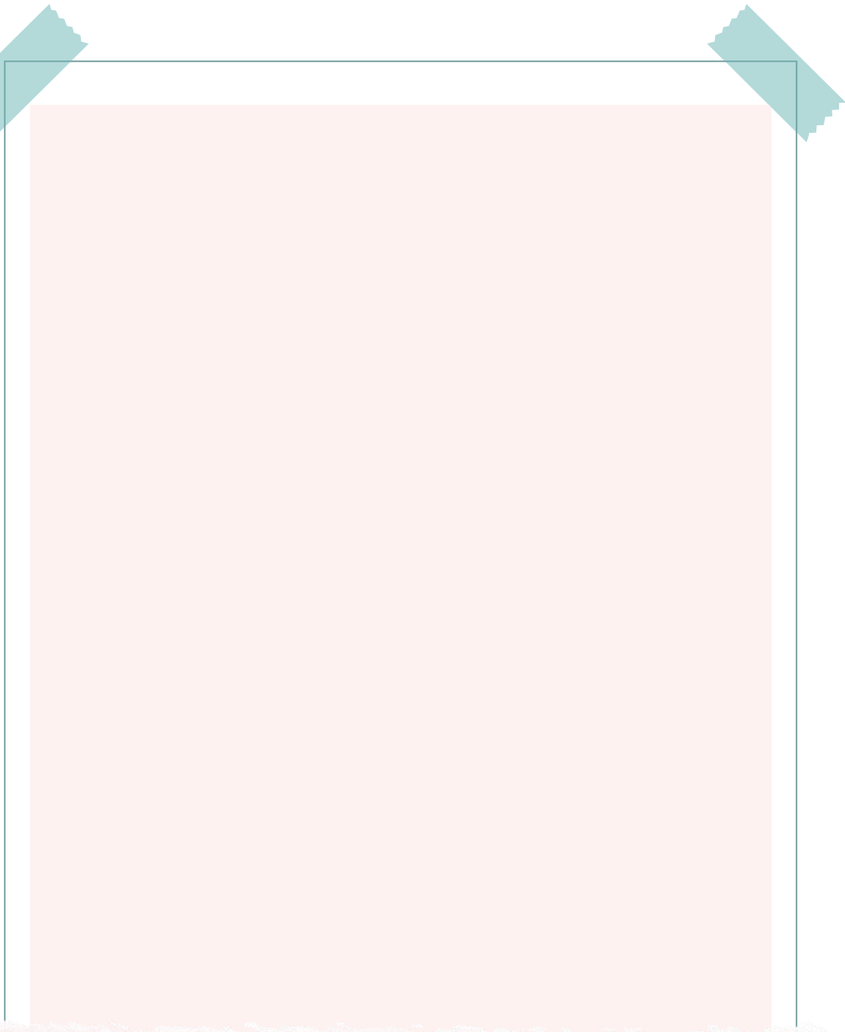
What can you compromise on?

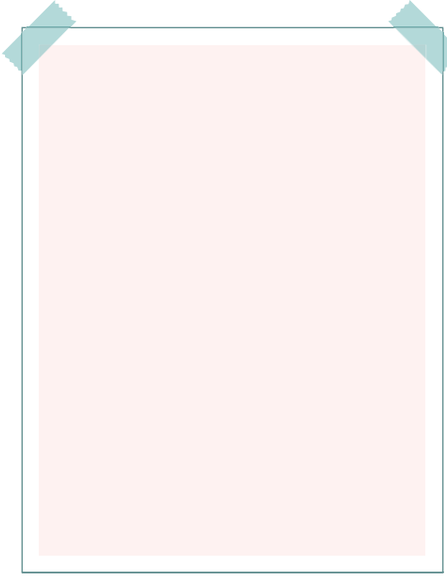
What's nice to have but unimportant and can be skipped?

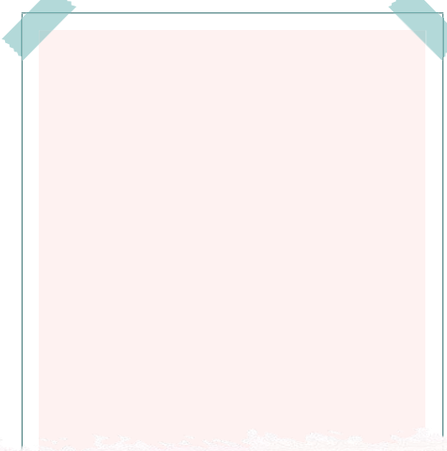
Inspiration Board











Budget

ITEM	BUDGET	ACTUAL	NOTES
Invitations			
Dress			
Hair			
Makeup			
Jewelry			
Bridesmaids			
Suit			
Groomsmen			
Reception			
Cake			
Flowers			
Favors			
Food			
Venue			
Decoration			
Caterer			
Photographer			
Videographer			
Emcee			
DJ/Music/Band			
Rentals			
Limo/Transport			
Church/Minister			
Thank You Cards			
Honeymoon			

Budget

ITEM	BUDGET	ACTUAL	NOTES

Venues

Option #1

Location: _____

Date available: _____

Capacity:_____ Cost:_____ Catering cost per person: _____

Notes:_____ Extra costs: _____

_____ Total: _____

Overall Rating ☆☆☆☆☆

Option #2

Location: _____

Date available: _____

Capacity:_____ Cost:_____ Catering cost per person: _____

Notes:_____ Extra costs: _____

_____ Total: _____

Overall Rating ☆☆☆☆☆

Option #3

Location: _____

Date available: _____

Capacity:_____ Cost:_____ Catering cost per person: _____

Notes:_____ Extra costs: _____

_____ Total: _____

Overall Rating ☆☆☆☆☆

Option #4

Location: _____

Date available: _____

Capacity:_____ Cost:_____ Catering cost per person: _____

Notes:_____ Extra costs: _____

_____ Total: _____

Overall Rating ☆☆☆☆☆

Cake Baker

Option #1

Baker: _____ Location: _____

Contact: _____ Phone: _____

They can: _____ They cannot: _____

Taste Test Rating ☆ ☆ ☆ ☆

Option #2

Baker: _____ Location: _____

Contact: _____ Phone:

They can: _____ They cannot: _____

Taste Test Rating ☆ ☆ ☆ ☆ ☆

Option #3

Baker: _____ Location: _____

Contact: _____ Phone:

They can: _____ They cannot: _____

Taste Test Rating ☆ ☆ ☆ ☆ ☆

Option #4

Baker: _____ Location: _____

Contact: _____ Phone:

They can: _____ They cannot: _____

Taste Test Rating ☆ ☆ ☆ ☆ ☆

Cake

Option #1

Budget: _____

Style: _____

Servings: _____

Flavor: _____

Filling: _____

Colors: _____

Overall Rating: ☆ ☆ ☆ ☆ ☆

Option #2

Budget: _____

Style: _____

Servings: _____

Flavor: _____

Filling: _____

Colors: _____

Overall Rating: ☆ ☆ ☆ ☆ ☆

Option #3

Budget: _____

Style: _____

Servings: _____

Flavor: _____

Filling: _____

Colors: _____

Overall Rating: ☆ ☆ ☆ ☆ ☆

Option #4

Budget:: _____

Style:: _____

Servings:: _____

Flavor:: _____

Filling: _____

Colors: _____

Overall Rating: ☆ ☆ ☆ ☆ ☆

Caterer

CATERER: _____

Name: _____

Contact: _____

Location: _____

_____

Phone: _____

Cost per person: _____

Other costs: _____

_____

Deposit: _____

Deposit due: _____ Balance due: _____

NOTES

CATERER: _____

Name: _____

Contact: _____

Location: _____

_____

Phone: _____

Cost per person: _____

Other costs: _____

_____

Deposit: _____

Deposit due: _____ Balance due: _____

NOTES

CATERER: _____

Name: _____

Contact: _____

Location: _____

_____

Phone: _____

Cost per person: _____

Other costs: _____

_____

Deposit: _____

Deposit due: _____ Balance due: _____

NOTES

Drinks

Option #1:

Budget: _____

Style: _____

Ingredients: _____

_____

Best served: _____

Notes: _____

Overall Rating: ☆ ☆ ☆ ☆ ☆

Option #2:

Budget: _____

Style: _____

Ingredients: _____

_____

Best served: _____

Notes: _____

Photography Checklist

Engagement shoot	☐ _____	☐ _____
	☐ _____	☐ _____
Wedding day pre-ceremony	☐ _____	☐ _____
	☐ _____	☐ _____
Ceremony	☐ _____	☐ _____
	☐ _____	☐ _____
Post ceremony	☐ _____	☐ _____
	☐ _____	☐ _____
Couple shots	☐ _____	☐ _____
	☐ _____	☐ _____
Family shots	☐ _____	☐ _____
	☐ _____	☐ _____
Bridal party	☐ _____	☐ _____
	☐ _____	☐ _____
Family shots	☐ _____	☐ _____
	☐ _____	☐ _____
Informal shots	☐ _____	☐ _____
	☐ _____	☐ _____
Reception	☐ _____	☐ _____
	☐ _____	☐ _____

Photographer

Option #1

Photographer:_____ Price: _____

Contact:_____ Phone: _____

Includes:_____ Doesn't Include: _____

Rating ☆☆☆☆☆

Option #2

Photographer:_____ Price: _____

Contact:_____ Phone:

Includes:_____ Doesn't Include: _____

Rating ☆☆☆☆☆

Option #3

Photographer:_____ Price: _____

Contact:_____ Phone:

Includes:_____ Doesn't Include: _____

Rating ☆☆☆☆☆

Option #4

Photographer:_____ Price: _____

Contact:_____ Phone:

Includes:_____ Doesn't Include: _____

Rating ☆☆☆☆☆

Guest List

Name	Address	Pax	Invitation Sent?	RSVP
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Wedding Party

Maid of Honor

Name: _____

Address: _____

_____

Phone: _____

Dress size: _____ Shoe size: _____

Best Man

Name: _____

Address: _____

_____

Phone: _____

Dress size: _____ Shoe size: _____

Bridesmaids

Name: _____

Address: _____

_____

Phone: _____

Dress size: _____ Shoe size: _____

Best Man

Name: _____

Address: _____

_____

Phone: _____

Dress size: _____ Shoe size: _____

Bridesmaids

Name: _____

Address: _____

_____

Phone: _____

Dress size: _____ Shoe size: _____

Best Man

Name: _____

Address: _____

_____

Phone: _____

Dress size: _____ Shoe size: _____

Bridesmaids

Name: _____

Address: _____

_____

Phone: _____

Dress size: _____ Shoe size: _____

Best Man

Name: _____

Address: _____

_____

Phone: _____

Dress size: _____ Shoe size: _____

Wedding Party

Bridesmaids	Best Man
Name:	Name:
Address:	Address:
Phone:	Phone:
Dress size: Shoe size:	Dress size: Shoe size:
Bridesmaids	Best Man
Name:	Name:
Address:	Address:
Phone:	Phone:
Dress size: Shoe size:	Dress size: Shoe size:
Bridesmaids	Best Man
Name:	Name:
Address:	Address:
Phone:	Phone:
Dress size: Shoe size:	Dress size: Shoe size:
Bridesmaids	Best Man
Name:	Name:
Address:	Address:
Phone:	Phone:
Dress size: Shoe size:	Dress size: Shoe size:

Flowers

Colors: _____

Preferred flowers: _____

Budget: _____

- [ ] Bride's bouquet
- [ ] Bride's hair
- [ ] Maid of Honor bouquet
- [ ] Bridesmaid's bouquet
- [ ] Flower girl
- [ ] Throw away bouquet
- [ ] Groom's boutonniere
- [ ] Best man's boutonniere
- [ ] Groomsmen's boutonniere
- [ ] Mother of bride
- [ ] Mother of groom
- [ ] Father of bride
- [ ] Father of groom
- [ ] Grandmothers
- [ ] Grandfathers
- [ ] Altar Pews/chairs
- [ ] Wedding arch
- [ ] Reception centerpieces
- [ ] Buffet table

Notes

Schedule

FOR DATE: _____

TIME	EVENT

Seating Chart

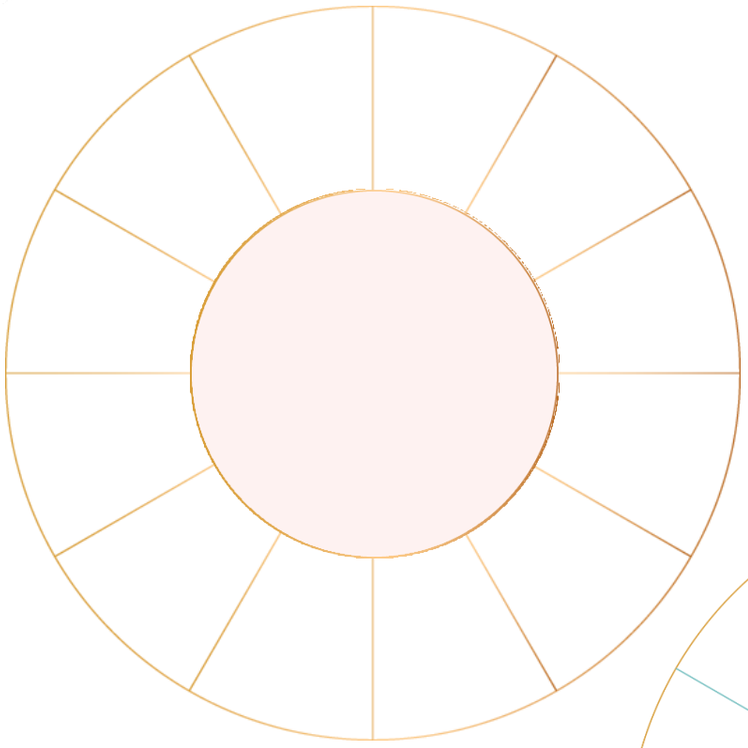


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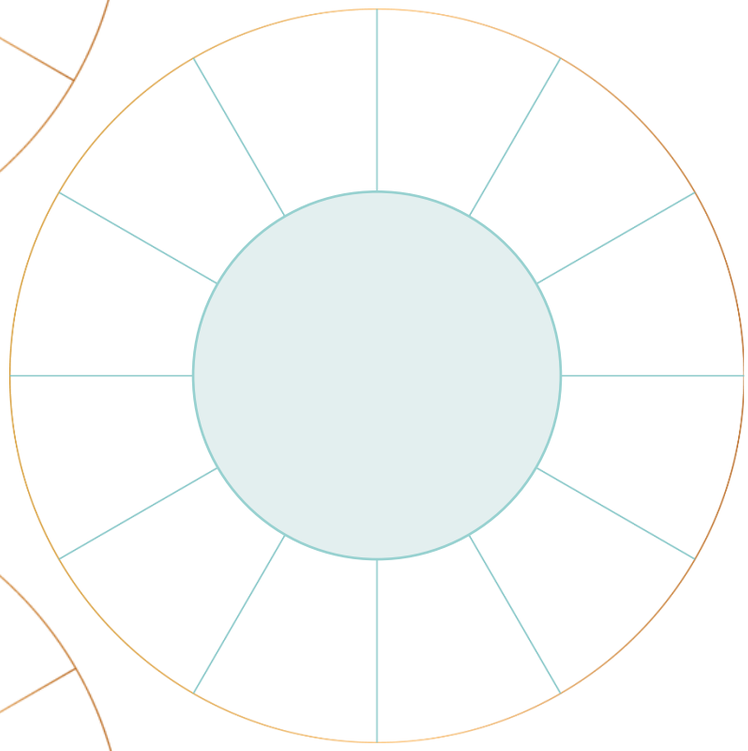


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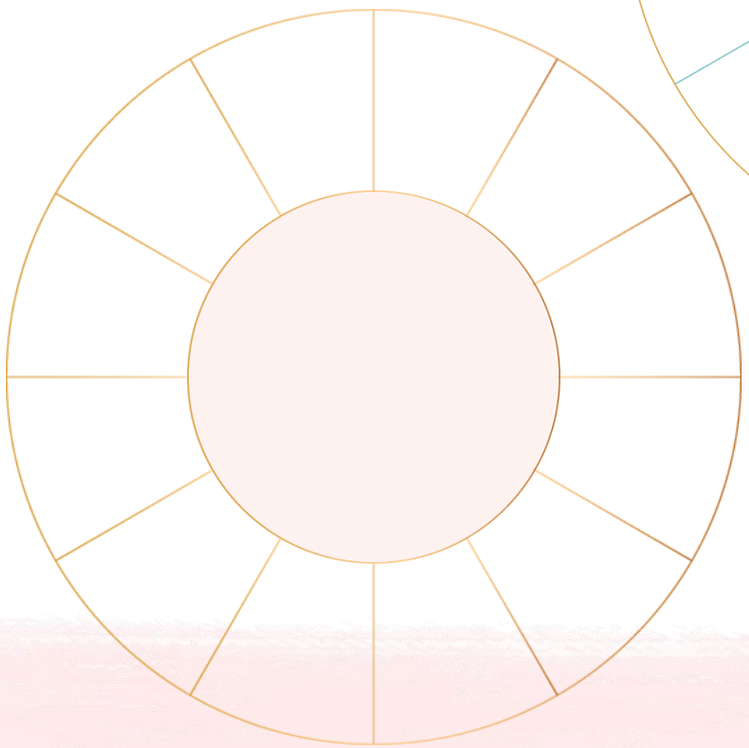


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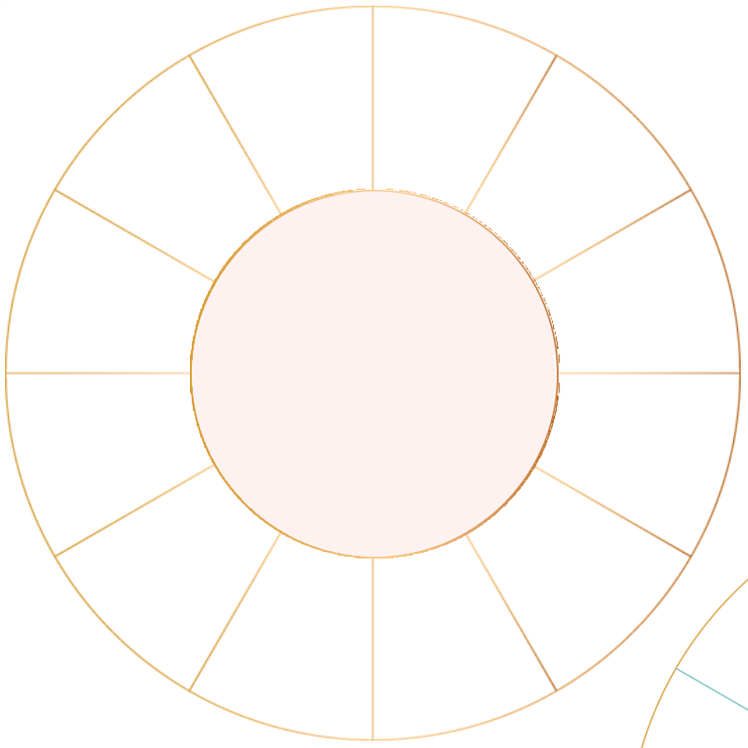


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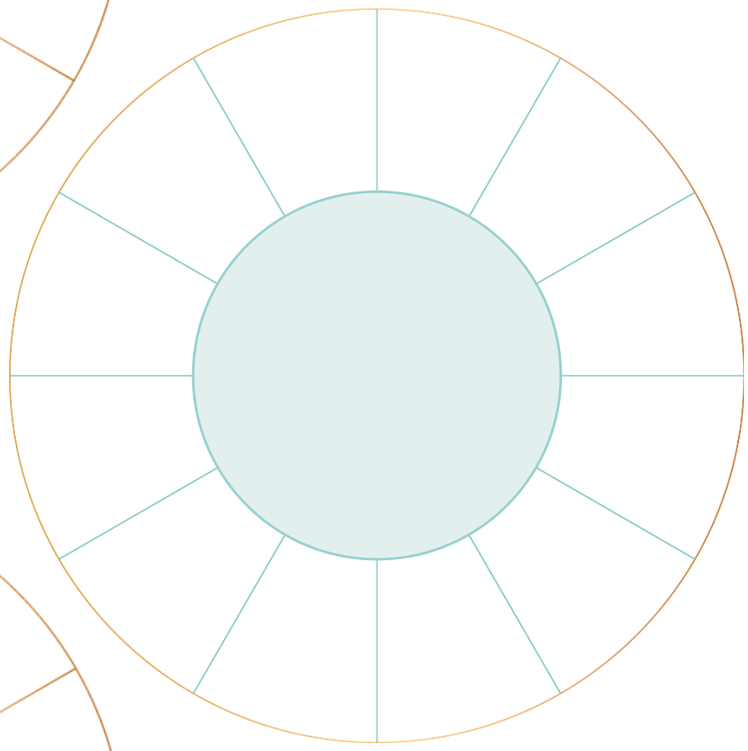


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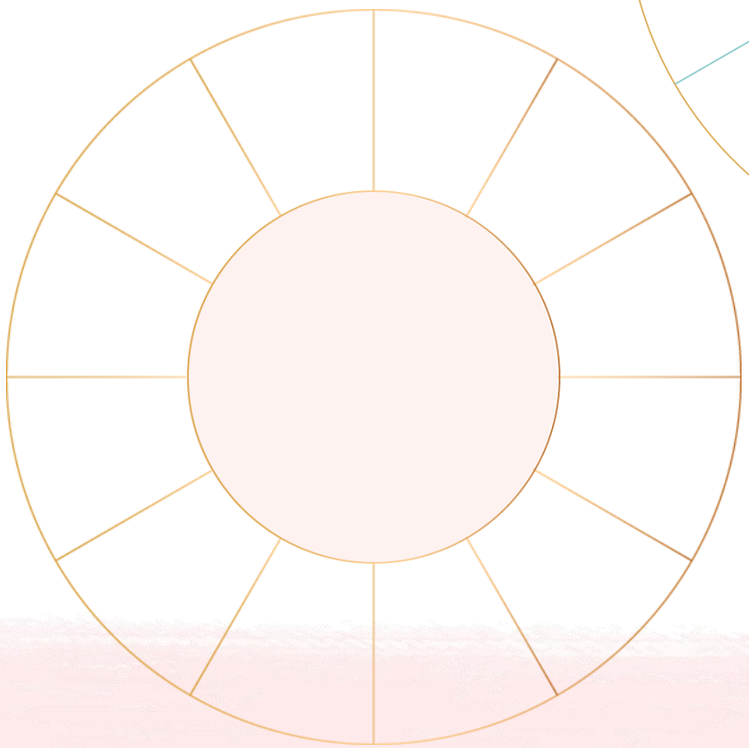


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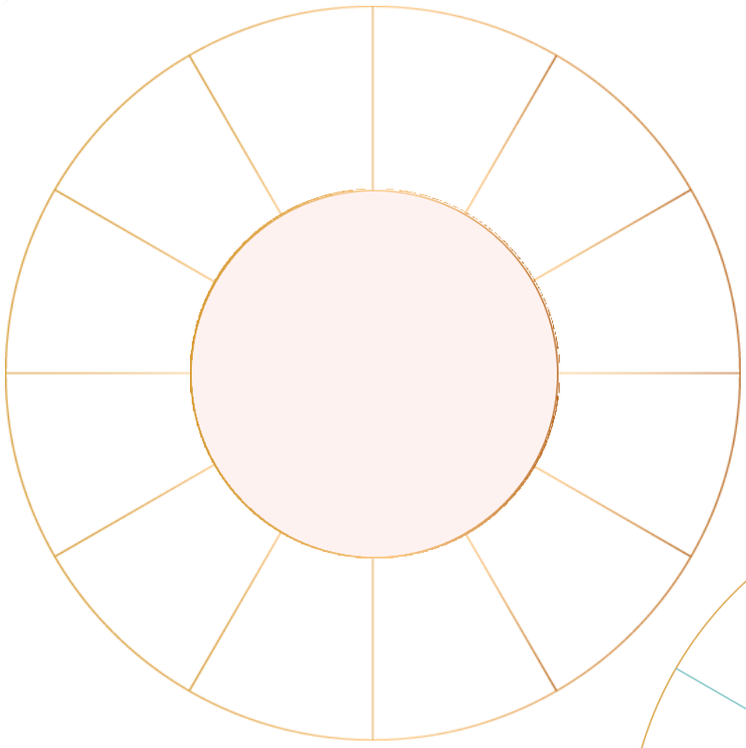


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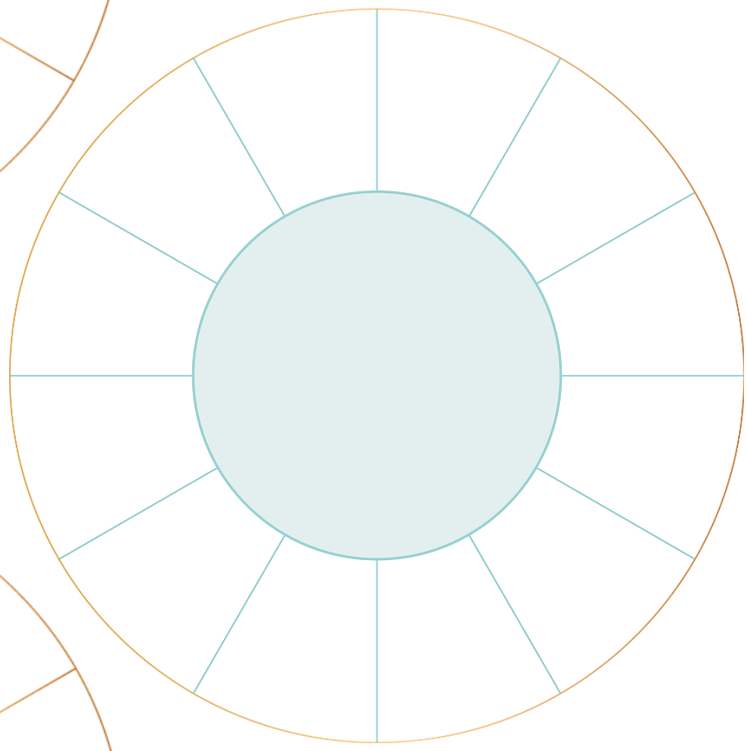


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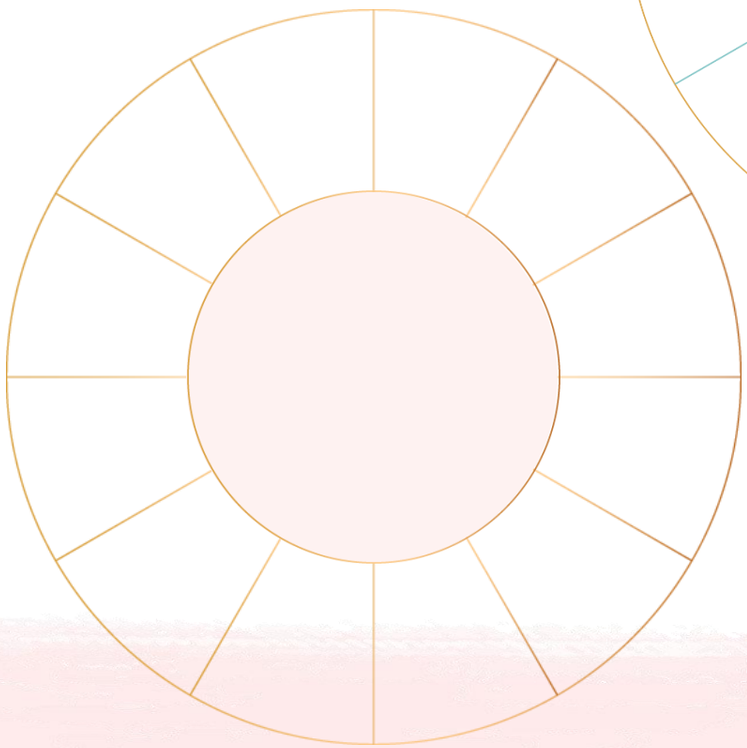


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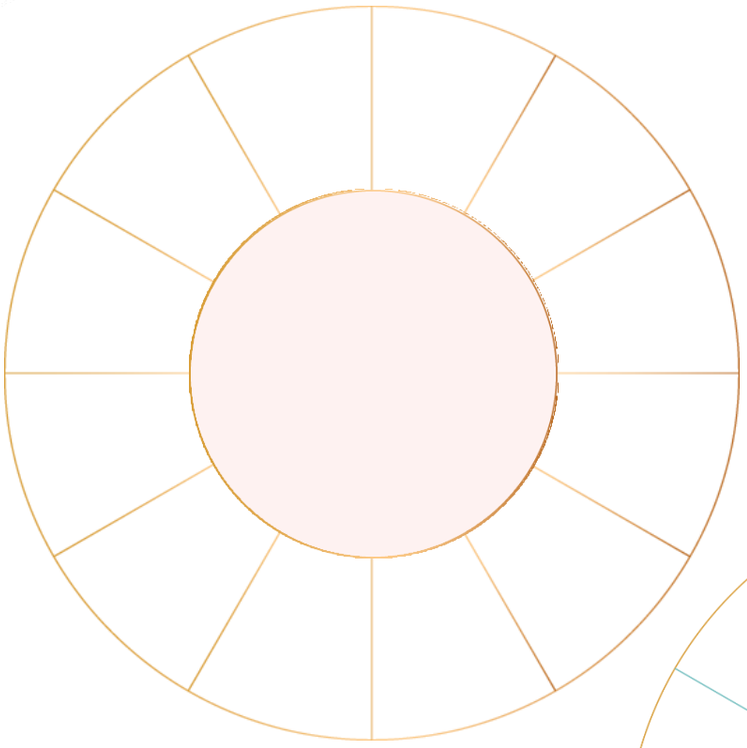


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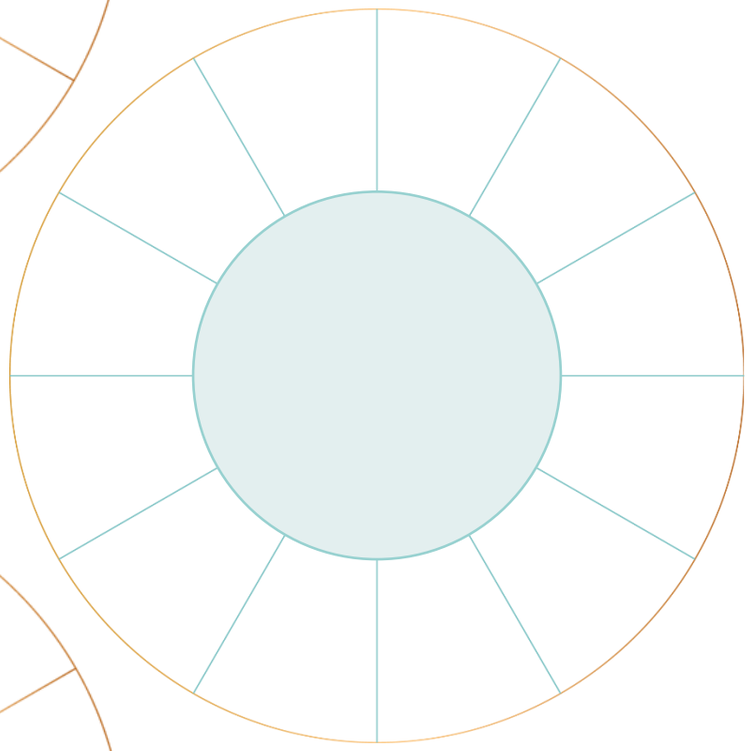


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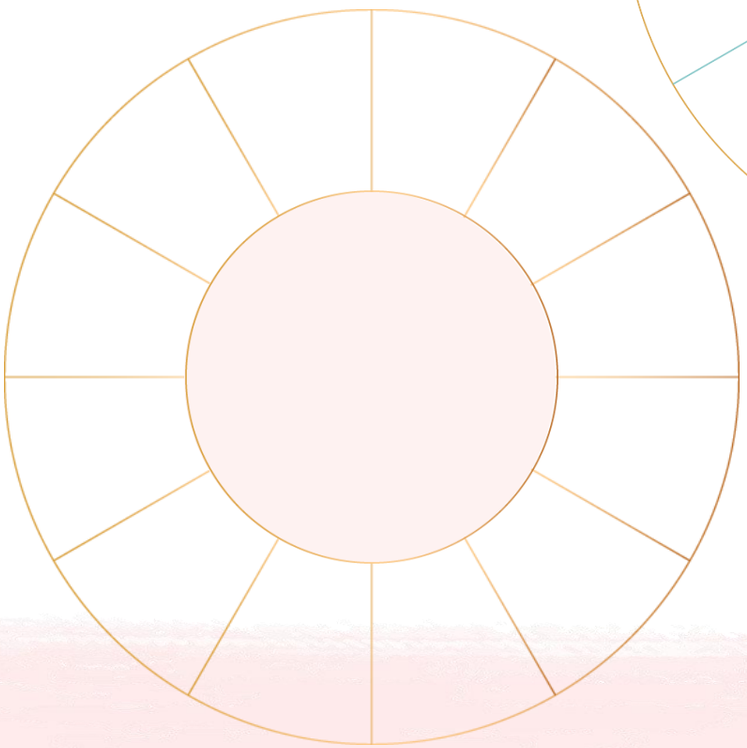


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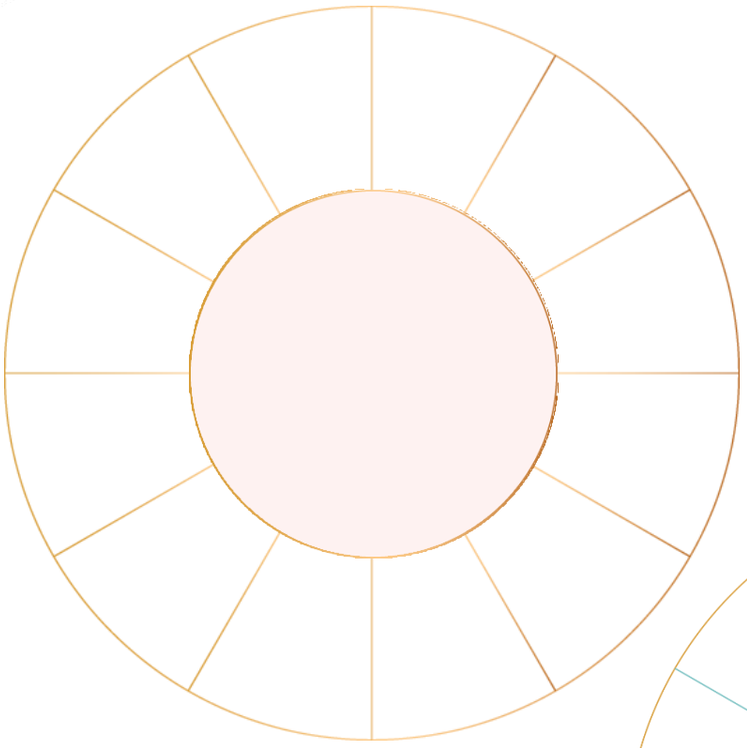


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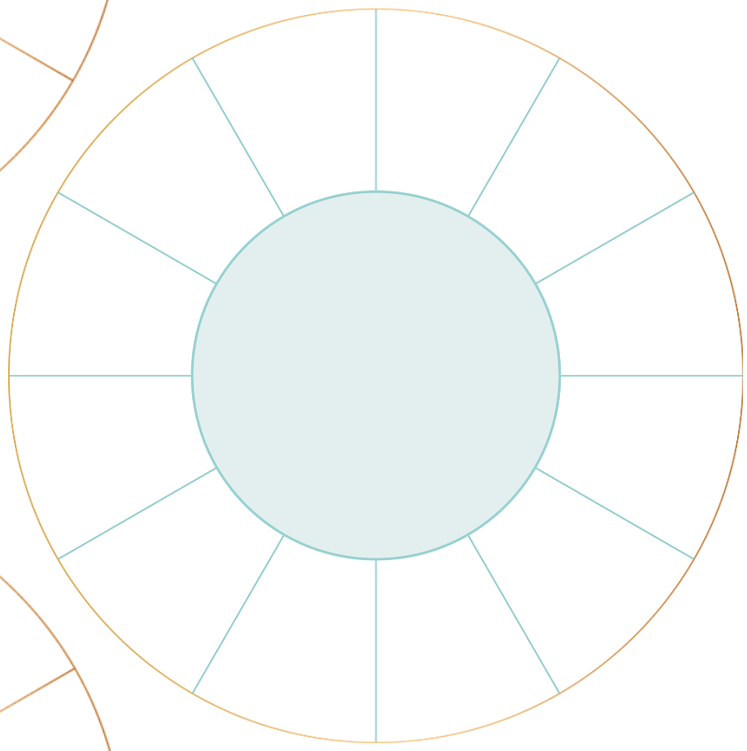


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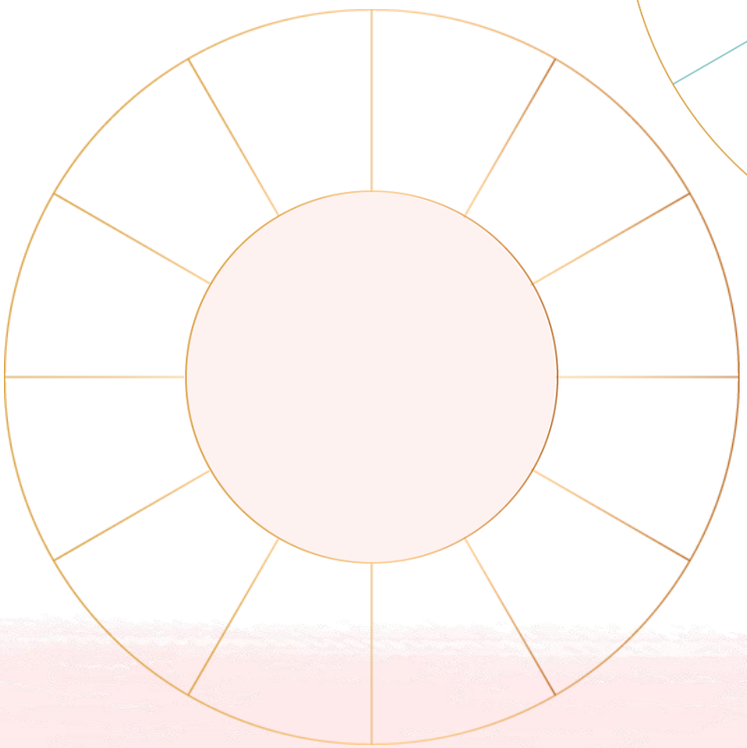


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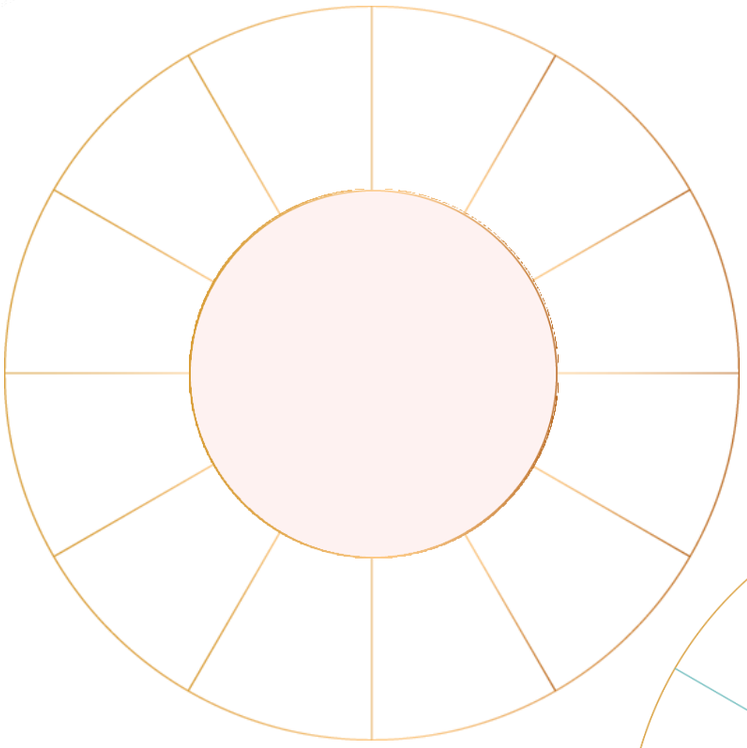


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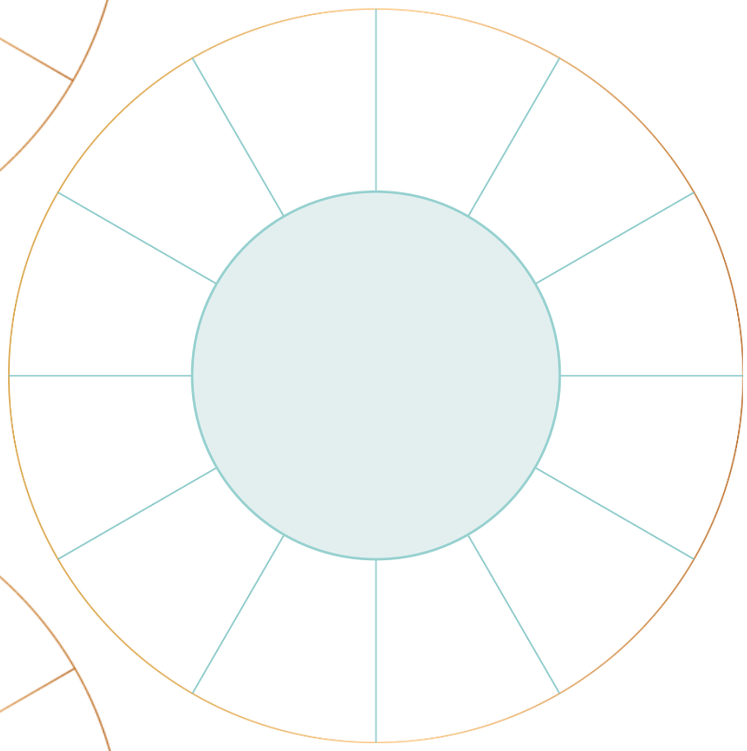


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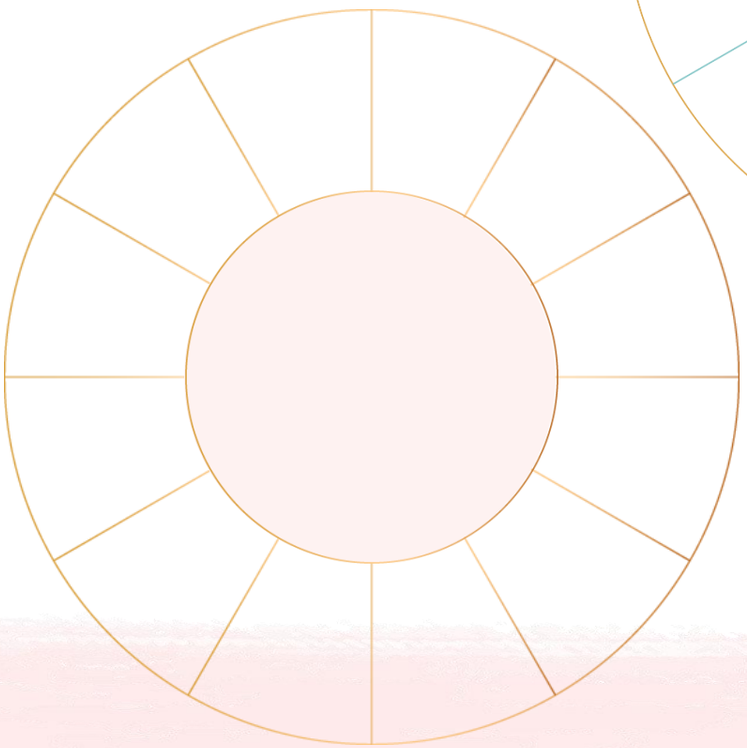


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1 2 3 4 5 6 7 8 9 10

Seating Chart

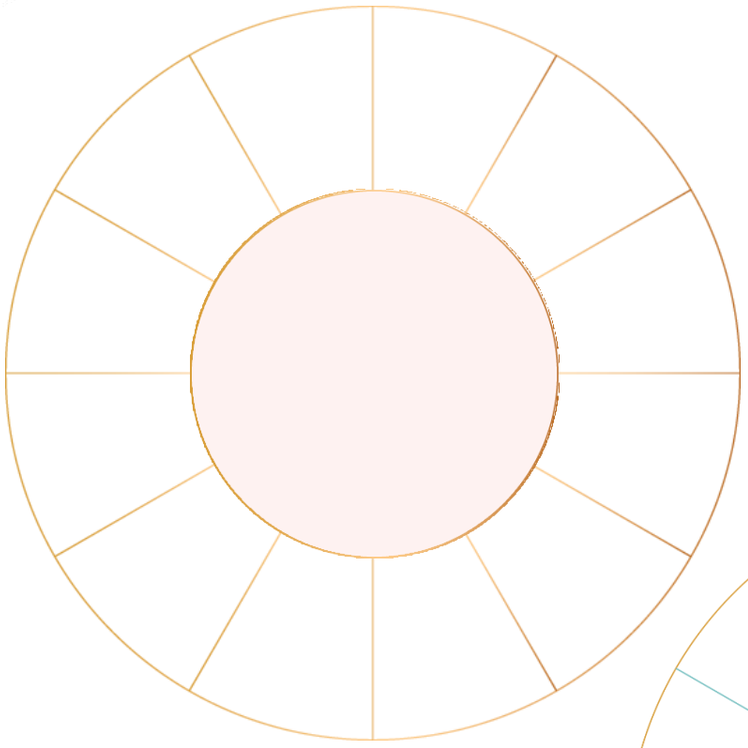


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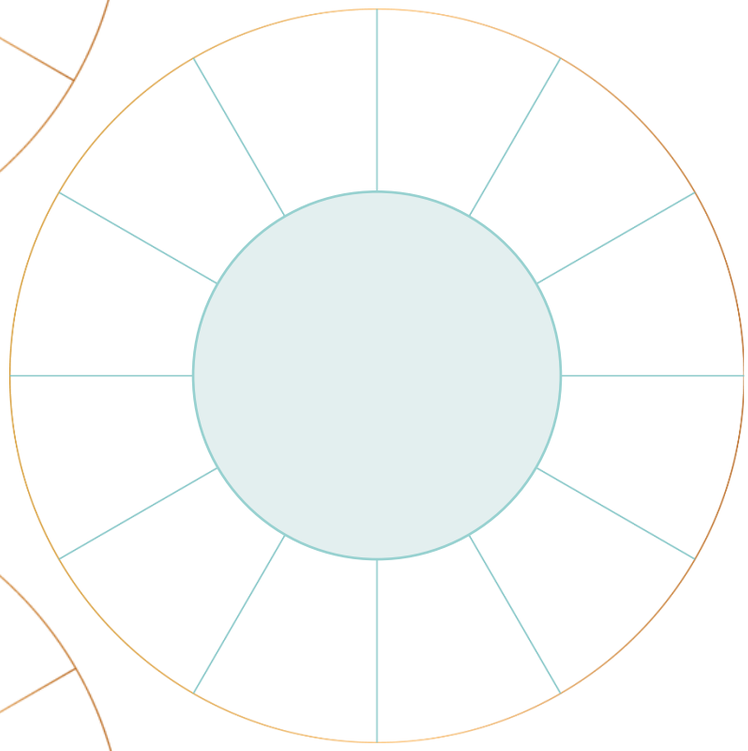


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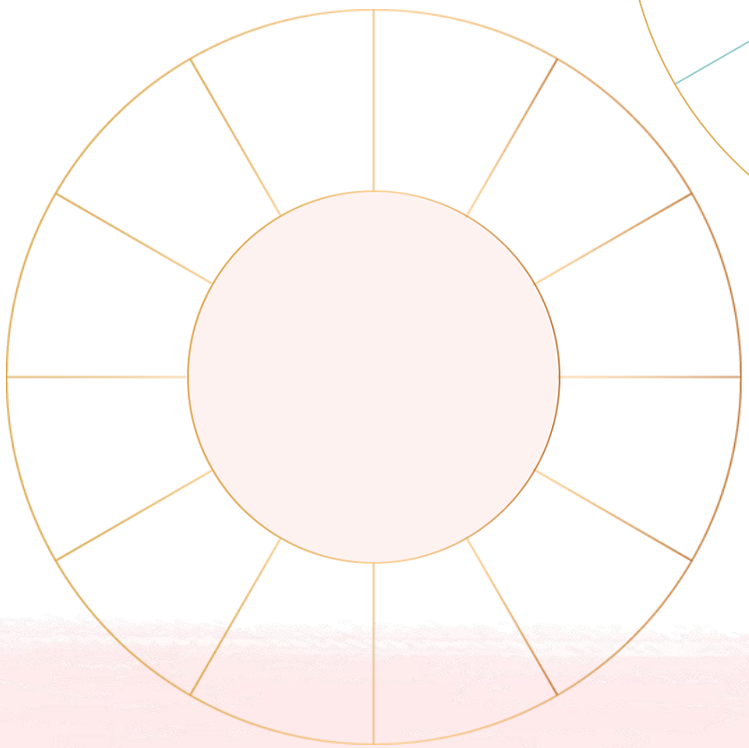


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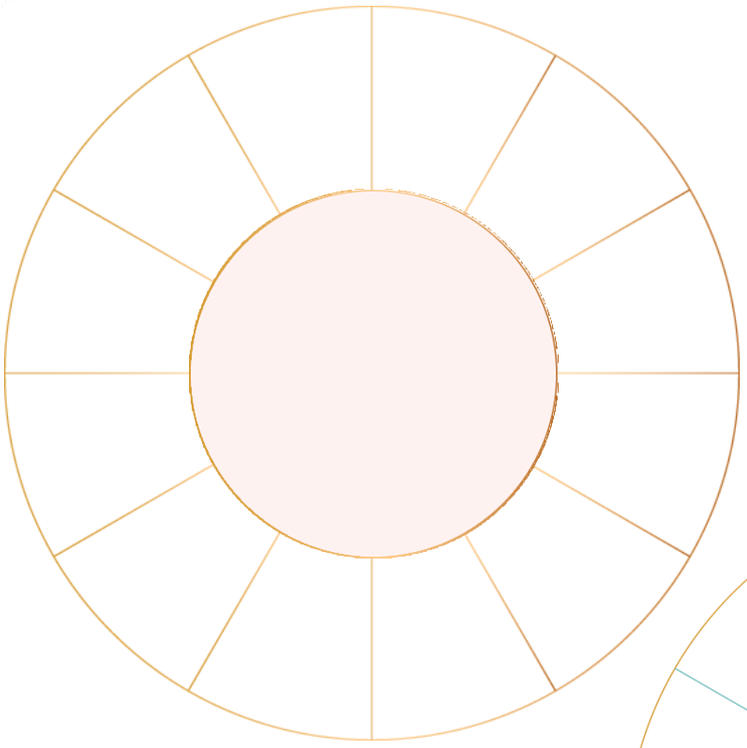


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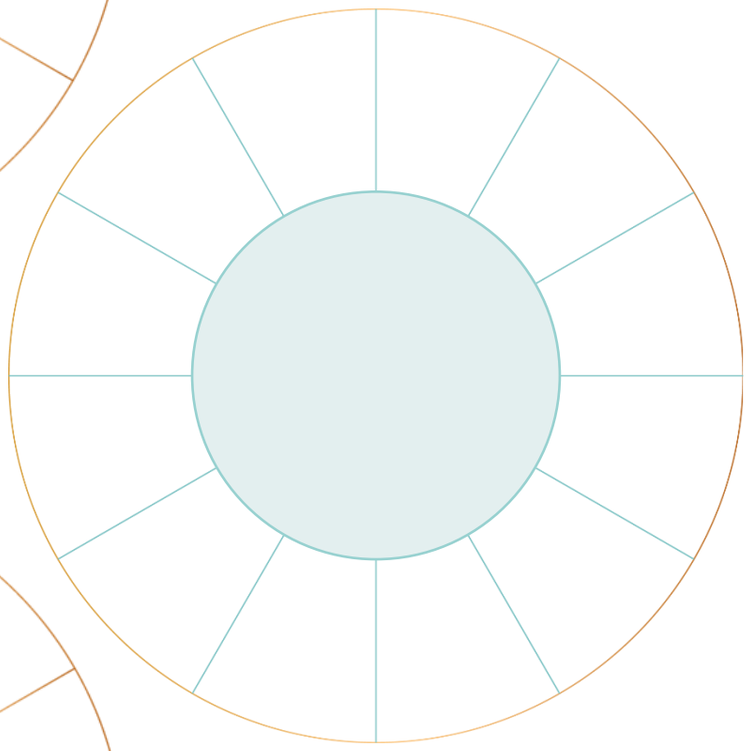


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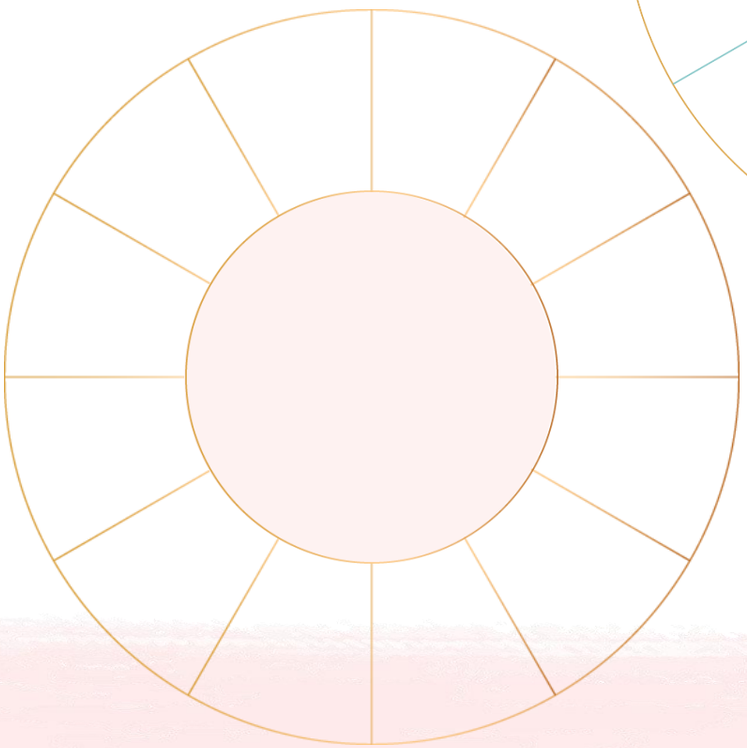


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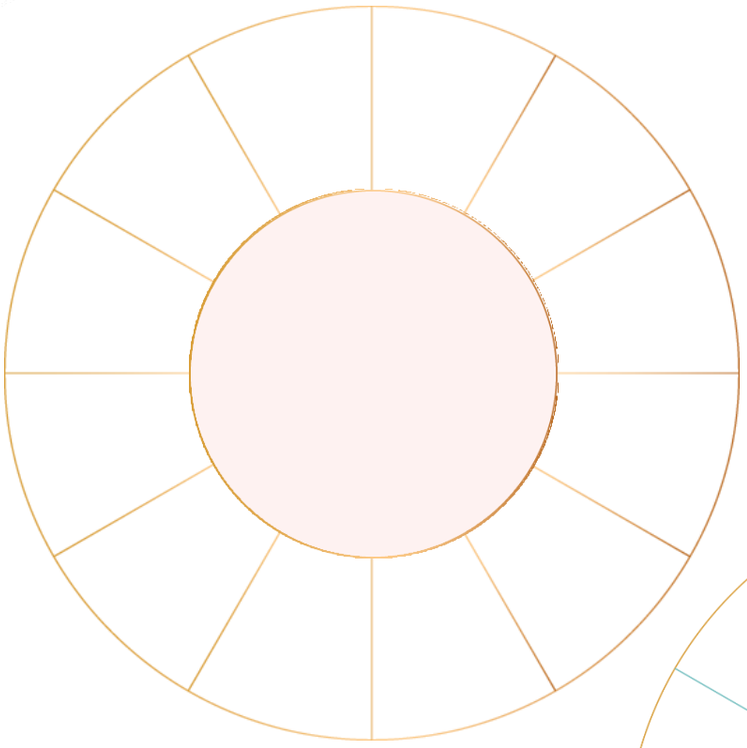


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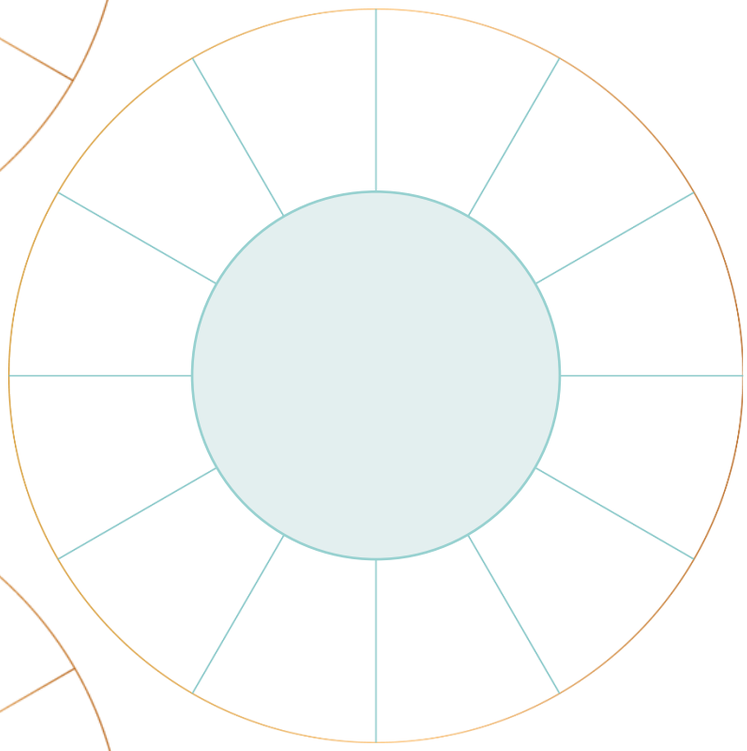


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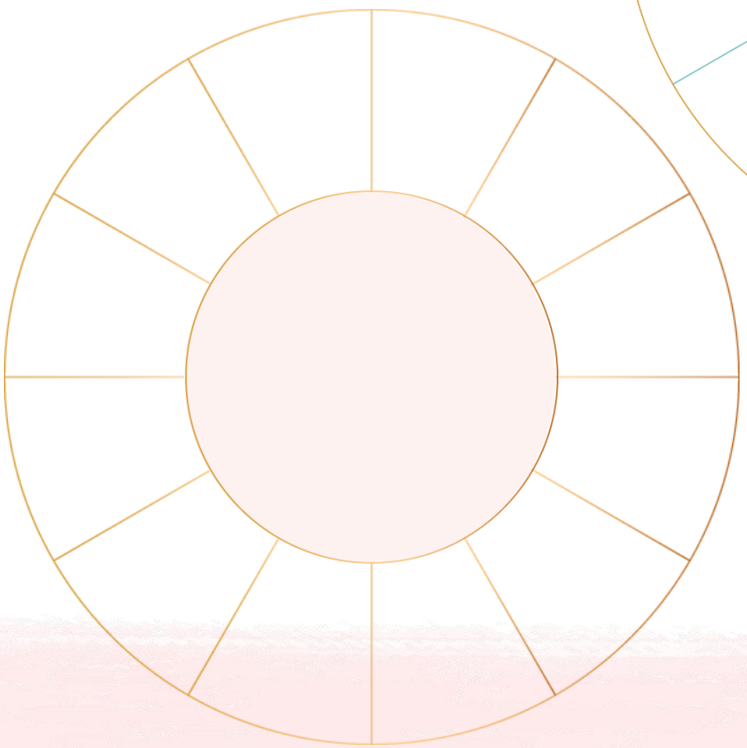


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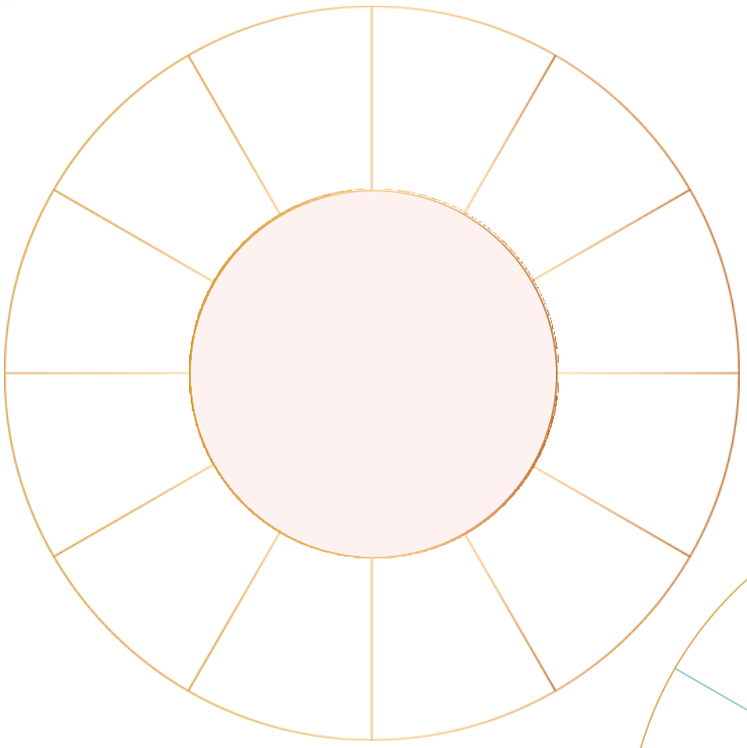


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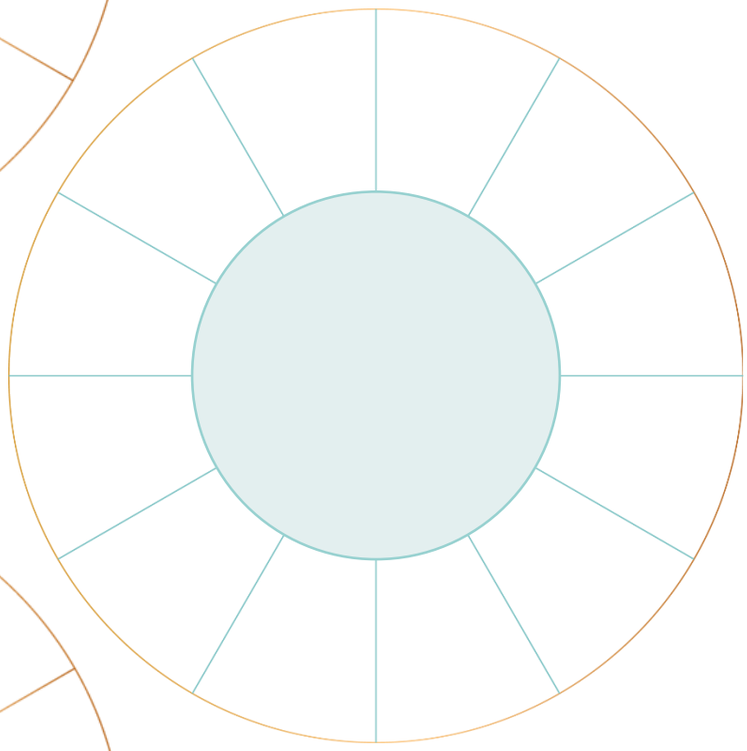


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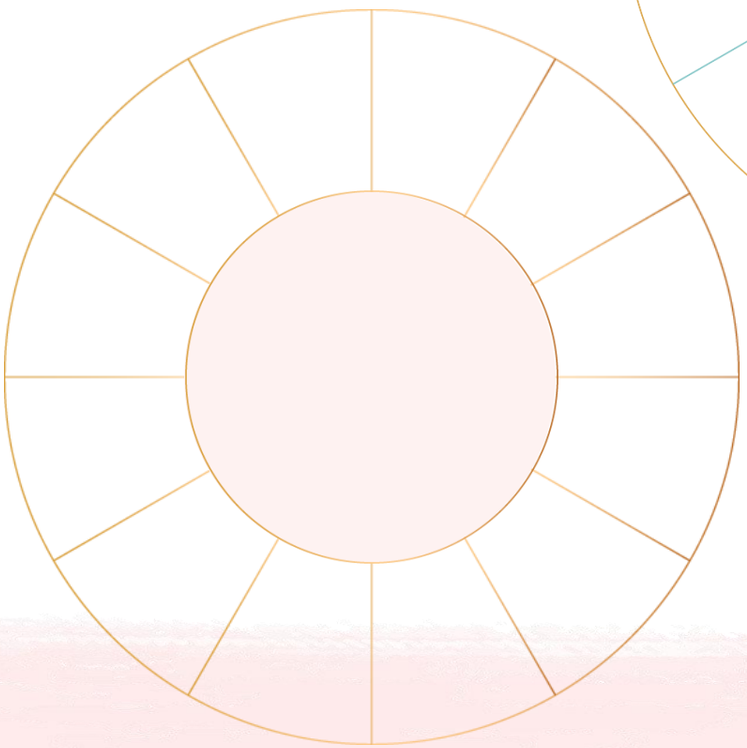


TABLE NAME:

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1 2 3 4 5 6 7 8 9 10

Playlist

Guest arrival	Must play	Songs we like	Don't play	
Wedding processi on		Ceremony exit		
Reception	Entry Song	Must play	Songs we like	Don't play
Father-daughter dance		Mother-son dance		
First dance		Cake cutting		
Last dance		Exit		
Party music	Must play	Songs we like	Don't play	

Registry Tracker

WHAT WE NEED	GIFTED BY	THANK YOU CARD
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
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		☐
		☐
		☐
		☐
		☐
		☐

Month Calendar

MONTH OF: _____

SUN	MON	TUE	WED	THU	FRI	SAT

Month Calendar

MONTH OF: _____

SUN	MON	TUE	WED	THU	FRI	SAT

Month Calendar

MONTH OF: _____

SUN	MON	TUE	WED	THU	FRI	SAT

Month Calendar

MONTH OF: _____

SUN	MON	TUE	WED	THU	FRI	SAT

Month Calendar

MONTH OF: _____

SUN	MON	TUE	WED	THU	FRI	SAT

Tradition

SOMETHING OLD	
SOMETHING NEW	
SOMETHING BORROWED	
SOMETHING BLUE	

Notes

Sketches