

# The Ultimate Planning Guide

SAVING YOUR SANITY, ONE LIST AT A TIME



LOCALLY OWNED IN THE 904  
**PREMIER  
BRIDE**

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# Wedding Timeline

Now that you've said "yes!" it's time to get organized! Use our checklist as a guideline to help you through the wedding planning process.

## TWELVE MONTHS

- Choose the date & time
- Plan the budget
- Reserve ceremony site
- Start your guest list
- Hire a wedding consultant
- Meet with officiant to discuss premarital counseling
- Visit reception sites & reserve one
- Choose your attendants
- Shop for gown and arrange alterations

## NINE MONTHS

- Order wedding dress, veil & accessories
- Take engagement pictures
- Select dress for bridal attendants
- Decide wedding style - formal, casual, etc.
- Interview & book photographer, videographer, caterer, & florist
- Discuss honeymoon plans (get passport if needed)
- Choose reception music
- Send Save-the-Date cards

## SIX MONTHS

- Reserve rental equipment
- Choose your baker & order your wedding cake & groom's cake
- Finalize guest list
- Register for gifts
- Order invitations, stationery, & thank you cards
- Reserve accommodations for out-of-town guests
- Finalize honeymoon plans
- Choose favors

## FOUR MONTHS

- Choose ceremony music
- Order men's formal wear
- Reserve rehearsal dinner location
- Book stylist or salon for bridal party hair, nails, & makeup
- Discuss menu with caterer
- Order wedding bands
- Meet with premarital counselor
- Purchase mothers' dresses

## TWO MONTHS

- Address & mail invitations
- Plan hair & makeup trial
- Confirm ceremony details
- Arrange rehearsal dinner plans
- Complete proper documents for changing your name
- Confirm delivery date of gown
- Announce engagement in your local newspaper

## ONE MONTH

- Obtain marriage license
- Arrange final gown fittings
- Buy gifts for the wedding party
- Make reservations for bridesmaids' luncheon
- Purchase wedding accessories (guest book, unity candle, cake knife)

## TWO WEEKS

- Start reception seating chart & place cards
- Confirm rehearsal dinner plans
- Contact guests who didn't RSVP
- Break in wedding shoes
- Write rehearsal dinner & wedding toasts
- Meet with photographer & videographer & submit a list of must-take shots
- Confirm honeymoon plans

## ONE WEEK

- Pick up your gown
- Pack for honeymoon
- Confirm transportation details
- Give caterer final head count
- Review timetables & details with vendors
- Put fees in wedding day envelopes

## DAY BEFORE

- Deliver gift baskets to hotels
- Host bridesmaids' luncheon
- Have manicure and pedicure
- Attend ceremony rehearsal
- Hold rehearsal dinner & hand-out special gifts to wedding party
- Prepare tip envelopes & arrange for someone to distribute them

## 30 DAYS AFTER: UPDATING YOUR NAME

- Auto Registration
- Bank & Credit Card Accounts
- Car Insurance Policy
- Credit Reporting Agencies
- Deeds/Titles
- Driver's License
- Employee Records
- Investment Accounts
- Life Insurance Policy
- Medical/Dental Records
- Memberships
- Passport
- Post Office Records
- Social Security Records
- Stock Certificates
- Tax Agency Records
- Voter Registration Records
- Wills/Trusts



# Important Checklists

Day of and other checklists are important to stay organized and help eliminate possible items you might forget.

## WEDDING DAY CHECKLIST

- Something old, new, borrowed & blue
- Share contacts with key people
- Check tips /Cash, Debit or Credit Card
- Eat breakfast
- Arrange to get checked in & have luggage delivered to your hotel
- Get hair & makeup done
- Relax! You're getting married!!!

## JUST IN CASE SEWING KIT

- Anti-Blister Spray
- Safety Pins
- Boutonniere Pins
- Super Glue
- Scissors
- Stain Remover
- Static Cling Spray
- Phone Charger
- Steamer

## FOOD & BEVERAGE

- Water
- Drinking Straws
- Energy Drinks
- Protein Snacks
- Gum/Mints

### FOR THE BRIDE

- Gown/headpiece/veil
- Lingerie
- Hosiery & Garter
- Shoes
- Jewelry & Accessories
- Wrap/Jacket
- Brush/Comb
- Lipstick/Gloss
- Hairspray
- Lotion
- Perfume
- Tweezers
- Earrings
- Nail File
- Double Stick Tape
- Bobby Pins
- Comfy Flats
- Curling/Flat Irons

### FOR THE GROOM

- Formalwear
- Cufflinks
- Socks & Shoes
- Brush/Comb
- Lip Balm
- Hair Gel
- Lotion
- Cologne
- Nail Clipper
- Shoe Polish
- Save Gel/Razor
- After Shave
- Shoe Horn
- Extra Socks
- Gifts for Groomsmen
- Phone Charger

### WEDDING DAY EMERGENCY KIT

- Phone numbers for wedding party, wedding coordinator & vendors
- Sewing kit (thread, needle, safety pins & scissors)
- Personal emergency kit (including Shout wipes, tampons, & a small snack)
- Skin care (cleansers, moisturizers & lotion)
- Hair care (hair dryer, curling iron, curlers, brush, comb, hair spray, hair gel, bobby pins, hair elastics, barrettes)
- Nail polish, nail file & polish remover (in shade worn & clear to stop runs in nylons)
- Makeup & makeup remover
- Double stick tape
- Extra pair of nylons
- Toothbrush, toothpaste, floss & mouthwash
- Steamer or iron
- Hand mirror, tweezers & small grooming scissors
- Tissues & disposable wipes
- Anti-cling spray
- Deodorant, perfume & baby powder
- Cotton balls, cotton swabs
- Headband or clips for pulling hair back while applying makeup
- Small hand towel
- Lint brush
- Breath mints
- Cash
- Checks
- Something old, new, borrowed & blue

### HEALTH & WELLNESS

- Pain Killers
- Antacids
- Band Aids
- Antacids
- Band Aids
- Eye Drops
- Allergy Meds
- Toothbrush
- Toothpaste
- Breath Mints
- Tissues
- Tampons/Pads
- Deodorant
- Q-Tips
- Hand sanitizer
- Dental Floss

### HONEYMOON CHECKLIST

- Printed tickets and boarding passes or E-tickets
- Confirm flight number & departure/arrival times
- Cruise tickets (note cabin number & departure/arrival time)
- Resort/Hotel phone & confirmation number
- Passports/Visas
- Camera, SD cards & charger
- Credit cards
- Sewing kit
- Medicines/Prescriptions
- Extra contact lenses or glasses
- Toiletries
- Electrical plug adapters
- Hair dryer

don't  
forget

- Rings & Marriage License
- Pay officiant & Vendors
- Ring Bearer Pillow
- Flower Girl Basket
- Wedding Programs
- Cake Knife & Server

- Toasting flutes
- Favors
- Guest Book & Pen
- Unity candle, kiddush cup, etc.
- Assign Person to collect Gifts

# Cakes Planner

## CAKE STYLE

\_\_\_\_\_  
Type of Cake

\_\_\_\_\_  
Flavor of Filling

\_\_\_\_\_  
Flavor of Icing

\_\_\_\_\_  
Date to Taste Samples

\_\_\_\_\_  
Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CAKE ACCESSORIES

\_\_\_\_\_  
Cake Topper

\_\_\_\_\_  
Cake Flowers

\_\_\_\_\_  
Cake Decorations

\_\_\_\_\_  
Cake Stands

\_\_\_\_\_  
Cake Boxes

\_\_\_\_\_  
Cake Knife & Server

\_\_\_\_\_  
Cake Napkins

## GROOM'S CAKE

\_\_\_\_\_  
Type of Cake

\_\_\_\_\_  
Cake Theme

\_\_\_\_\_  
Flavor of Filling

\_\_\_\_\_  
Flavor of Icing

\_\_\_\_\_  
Cake Decorations

\_\_\_\_\_  
Description

## ADDITIONAL DETAILS

\_\_\_\_\_  
Wedding Cake Location

\_\_\_\_\_  
Groom's Cake Location

\_\_\_\_\_  
Cake Table Decorations

\_\_\_\_\_  
Part to Save

\_\_\_\_\_  
Person Responsible for Cake Top, Knife, & Server

\_\_\_\_\_  
Person to Save & Freeze Cake

# Catering Planner

## TYPE

- Breakfast/Brunch
- Tea
- Lunch
- Cocktails
- Dinner
- Dessert

## ALCOHOL

- Full Bar
- Beer & Wine
- Wine with Dinner
- Champagne Toast
- Specialty Cocktail

## COURSES

- Hors d'oeuvres
- Appetizer
- Soup
- Salad
- Entree
- Dessert

## SERVICE

- Cocktails
- Passed Hors d'oeuvres
- Hors d'oeuvre Tables
- Seated Meal
- Buffet

## ENTRÉES

- Beef
- Chicken
- Pork
- Fish/Seafood
- Lamb
- Pasta

## RENTAL ITEMS

- Tables
- Chairs & Chair Covers
- Linens
- China, Glassware,  
Silverware &  
Serving Dishes

## SPECIAL

- Vegetarian
- Kosher
- Gluten Free
- Other

# Flowers Planner

## FLOWERS BY SEASON

### SPRING

Cherry Blossom  
Daffodil  
Dogwood  
Forsythia  
Hellebore  
Hyacinth  
Lilac  
Lily of the Valley  
Muscari  
Peony  
Quince  
Rose  
Sweet Pea  
Tulip  
Viburnum

### SUMMER

Anemone  
Astilbe  
Azalea  
Calla Lily  
Camellia  
Cosmos  
Daffodil  
Dahlia  
Daisy  
Delphinium  
French Tulip  
Hollyhock  
Hyacinth  
Hydrangea  
Jasmine  
Lady's Mantle  
Larkspur  
Lilac  
Lily of the Valley  
Marigold  
Mimosa  
Pansy  
Peony  
Primrose  
Ranunculus

### FALL

Autumn Leaves  
Celosia (cockscomb)

Chinese Lantern  
Chrysanthemum  
Crosnia  
Dahlia  
Hydrangea  
Seasonal Berries  
Statice  
Sunflower  
Yarrow

### WINTER

Amaryllis  
Anemone  
Casablanca Lily  
Evergreen  
Forced Bulbs  
Freesia  
Gerber Daisy  
Heather  
Narcissus  
Holly (ilex)  
Paper-white  
Poinsettia  
Rose  
Stephanot

### YEAR 'ROUND

Baby's Breath  
Calla Lily  
Carnation  
Cattleman  
Chrysanthemum  
Daisy  
Freesia  
Gardenia  
Gerber Daisy  
Gladiolus  
Iris  
Lily  
Orchid  
Protea  
Ranunculus  
Rose  
September Aster  
Snapdragon  
Stephanotis  
Tuberose

## DESCRIPTION OF WEDDING FLOWERS

### HELPERS

\_\_\_\_\_

Cake Cutting Attendant

\_\_\_\_\_

Guest Book Attendant

\_\_\_\_\_

Officiant

\_\_\_\_\_

Soloists & Musicians

### WEDDING PARTY

\_\_\_\_\_

Bride's Bouquet

\_\_\_\_\_

Bride's Toss Bouquet

\_\_\_\_\_

Bride's Attendants'

\_\_\_\_\_

Bouquets

\_\_\_\_\_

Flower Girl's Headpiece / Basket

\_\_\_\_\_

Groom's Boutonniere

\_\_\_\_\_

Groom's Attendants'

\_\_\_\_\_

Boutonniere

\_\_\_\_\_

Ushers' Boutonniere

\_\_\_\_\_

Ring Bearer's Boutonniere

\_\_\_\_\_

Mothers' & Grandmothers' Corsages

\_\_\_\_\_

Fathers' & Grandfathers' Boutonnieres

\_\_\_\_\_

Other

\_\_\_\_\_

Other

### CEREMONY

\_\_\_\_\_

Altar/Chuppah

\_\_\_\_\_

Candles & Holders

\_\_\_\_\_

Pew/Aisle Markers

\_\_\_\_\_

Other

\_\_\_\_\_

Other

### RECEPTION

\_\_\_\_\_

Entryway

\_\_\_\_\_

Head Table Centerpiece

\_\_\_\_\_

Parents' Table

\_\_\_\_\_

Centerpieces

\_\_\_\_\_

Guest Table Centerpieces

\_\_\_\_\_

Reception Room Flowers

\_\_\_\_\_

Cake & Cake Table

\_\_\_\_\_

Champagne/Punch Table

\_\_\_\_\_

Gift Table

\_\_\_\_\_

Guest Book Table

\_\_\_\_\_

Restroom

\_\_\_\_\_

Other

\_\_\_\_\_

Other

**BOUTONNIERE** | Single flower for men worn on lapel

**CORSAGE** | Single flower for women worn on wrist

**CASCADE** | Blossoms & greenery in teardrop shape

**HAND TIED** | Cut flowers tied with ribbon/fabric, carried

**NOSEGAY** | Single flower or small bouquet, carried

**POMANDER** | Round bouquet on cord usually for flower girls

**SPRAY** | Small bunch of gathered flowers, carried

**TOSS BOUQUET** | Bouquet thrown to the single ladies

# Wedding Budget

## CEREMONY

- \$ \_\_\_\_\_ Ceremony Site Fee
- \$ \_\_\_\_\_ Officiant
- \$ \_\_\_\_\_ Marriage License
- \$ \_\_\_\_\_ Candles/Candelabra

## FAVORS & ACCESSORIES

- \$ \_\_\_\_\_ Cake Knife & Server
- \$ \_\_\_\_\_ Cake Top
- \$ \_\_\_\_\_ Favors
- \$ \_\_\_\_\_ Flower Girl's Basket
- \$ \_\_\_\_\_ Guest Book & Pen
- \$ \_\_\_\_\_ Ring Bearer's Pillow
- \$ \_\_\_\_\_ Toasting Glasses
- \$ \_\_\_\_\_ Unity Candle, Kiddish Cup
- \$ \_\_\_\_\_ Attendants Gifts

## FLOWERS

- \$ \_\_\_\_\_ Bride's Bouquet
- \$ \_\_\_\_\_ Attendants' Bouquets & Boutonniere
- \$ \_\_\_\_\_ Groom's Boutonniere
- \$ \_\_\_\_\_ Ceremony Flowers
- \$ \_\_\_\_\_ Reception Flowers
- \$ \_\_\_\_\_ Decorations

## GIFTS

- \$ \_\_\_\_\_ Maid/Matron of Honor
- \$ \_\_\_\_\_ Bridesmaids
- \$ \_\_\_\_\_ Best Man
- \$ \_\_\_\_\_ Groomsmen
- \$ \_\_\_\_\_ Ushers
- \$ \_\_\_\_\_ Child Attendants
- \$ \_\_\_\_\_ Bride & Groom
- \$ \_\_\_\_\_ Bride's Parents & Grandparents
- \$ \_\_\_\_\_ Groom's Parents & Grandparents
- \$ \_\_\_\_\_ Pre-Wedding Party Hosts
- \$ \_\_\_\_\_ Cake Cutting Attendant
- \$ \_\_\_\_\_ Soloist/Musicians
- \$ \_\_\_\_\_ Program Attendants
- \$ \_\_\_\_\_ Other

## MUSIC

- \$ \_\_\_\_\_ Ceremony
- \$ \_\_\_\_\_ Reception

## OPTIONAL ITEMS

- \$ \_\_\_\_\_ Wedding Coordinator
- \$ \_\_\_\_\_ Attendant Accommodations
- \$ \_\_\_\_\_ Bridesmaids' Dresses & Shoes
- \$ \_\_\_\_\_ Flower Girl's Dress
- \$ \_\_\_\_\_ Groomsmen's Formal Wear
- \$ \_\_\_\_\_ Ring Bearer's Attire
- \$ \_\_\_\_\_ Bridesmaid Luncheon
- \$ \_\_\_\_\_ Host & Hostess Gift
- \$ \_\_\_\_\_ Other

## PHOTOGRAPHY

- \$ \_\_\_\_\_ Photographer Fees
- \$ \_\_\_\_\_ Engagement Session
- \$ \_\_\_\_\_ Proofs
- \$ \_\_\_\_\_ Wedding Album(s)
- \$ \_\_\_\_\_ Disk of Images

## RECEPTION

- \$ \_\_\_\_\_ Reception Site Fees
- \$ \_\_\_\_\_ Food & Service
- \$ \_\_\_\_\_ Tax & Gratuity
- \$ \_\_\_\_\_ Beverage/Bar Fee
- \$ \_\_\_\_\_ Cake/Cake Cutting Fee
- \$ \_\_\_\_\_ Rental Items
- \$ \_\_\_\_\_ Other

## RINGS

- \$ \_\_\_\_\_ Engagement
- \$ \_\_\_\_\_ Bride's Wedding Band
- \$ \_\_\_\_\_ Groom's Wedding Band

## STATIONERY

- \$ \_\_\_\_\_ Save-the-Date Cards
- \$ \_\_\_\_\_ Invitations & Envelopes
- \$ \_\_\_\_\_ Calligrapher
- \$ \_\_\_\_\_ Postage
- \$ \_\_\_\_\_ Thank You Notes
- \$ \_\_\_\_\_ Ceremony Programs
- \$ \_\_\_\_\_ Placecards
- \$ \_\_\_\_\_ Other

## TRANSPORTATION

- \$ \_\_\_\_\_ Wedding Party
- \$ \_\_\_\_\_ Guests
- \$ \_\_\_\_\_ Parking

## VIDEOGRAPHY

- \$ \_\_\_\_\_ Videographer's Fee
- \$ \_\_\_\_\_ Wedding DVD
- \$ \_\_\_\_\_ Additional Copies
- \$ \_\_\_\_\_ Edited Highlights
- \$ \_\_\_\_\_ "Love Story" Production

## WEDDING ATTIRE

### FOR HER:

- \$ \_\_\_\_\_ Gown
- \$ \_\_\_\_\_ Alterations
- \$ \_\_\_\_\_ Headpiece / Veil
- \$ \_\_\_\_\_ Lingerie & Garter
- \$ \_\_\_\_\_ Shoes
- \$ \_\_\_\_\_ Jewelry & Accessories
- \$ \_\_\_\_\_ Hair, Makeup, Manicure
- \$ \_\_\_\_\_ Other

### FOR HIM:

- \$ \_\_\_\_\_ Formal Wear
- \$ \_\_\_\_\_ Neckwear & Cufflinks
- \$ \_\_\_\_\_ Accessories
- \$ \_\_\_\_\_ Shoes
- \$ \_\_\_\_\_ Other

# Sharing the Cost

Willingness and ability should always be taken into account when negotiating who pays for each expense. Use these traditional guidelines for some basic guidance, but don't be afraid to break the "rules!" Everyone should be comfortable with their share and nothing is ever set in stone.

## BRIDE

- Groom's Wedding Ring
- Wedding Gift for Groom
- Gifts for Bridesmaids
- Gift for Parents
- Gowns for Bridesmaids (optional)
- Accommodations for Out-of-Town Attendants (optional)
- Informal Stationery

## BRIDE'S FAMILY

- Engagement Party
- Bride's Wedding Attire
- Bride's Parents' Wedding Attire
- Wedding Gift for Newlyweds
- Invitations, Announcements, Thank You Notes, Postage
- Engagement & Wedding Photographs
- Wedding Ceremony Programs
- Wedding Reception
- Flowers for Ceremony & Reception
- Bridal Party Bouquets & Flowers for Flower Girl
- Transportation for Wedding Party to Ceremony & Reception
- Videographer
- Musicians/Vocalists
- Security & Insurance for Gifts
- Welcome Party for Out-of-Town Guests

## GROOM

- Bride's Engagement & Wedding Ring
- Bride's Bouquet
- Mothers' Corsages
- Wedding Gift for Bride
- Gifts for Groomsmen & Ushers
- Gift for Parents (optional)
- Formal wear for Groomsmen (optional)
- Accommodations for Out-of-Town Attendants (optional)
- Marriage License
- Honeymoon
- Fee for Officiant

## GROOM'S FAMILY

- Engagement Party (optional; following party by bride's parents)
- Groom's Wedding Attire
- Groom's Parents' Wedding Attire
- Wedding Gift for Newlyweds
- Rehearsal Dinner
- Shipment of Wedding Gifts to Couple's Home
- Welcome Party for Out-of-Town Guests (optional)

## WEDDING PARTY

- Bridal Shower for Bride
- Bachelor(ette) Party
- Accommodations for Self
- Wedding Attire & Shoes

## totals for budget

\_\_\_\_\_ Ceremony

\_\_\_\_\_ Favors & Accessories

\_\_\_\_\_ Flowers

\_\_\_\_\_ Gifts

\_\_\_\_\_ Music

\_\_\_\_\_ Photography

\_\_\_\_\_ Reception

\_\_\_\_\_ Rings

\_\_\_\_\_ Stationery

\_\_\_\_\_ Transportation

\_\_\_\_\_ Videography

\_\_\_\_\_ Wedding Attire

# YOUR Registry Checklist



## RISE & SHINE

- Sheet Set
- Duvet
- Comforter
- Pillows
- Mattress Pad



## COOK A MEAL

- Saucepans
- Cookware
- Cutting Boards
- Mixing Bowls
- Knife Set



## HONEYMOON

- Plane Tickets
- Hotel
- Luggage
- Rental Car
- Beach Towels
- Excursions



## ENTERTAIN TOGETHER

- Flatware
- Cheese Plate
- Wine Glasses
- Whiskey Glasses
- Pitcher
- Salad Bowl
- Bar Tools



## FRESHEN UP

- Towel Set
- Bathmat
- Shower Curtain
- Soap Dispenser
- Storage



## ENTERTAINMENT & SOUND

- TV
- Sound Bar
- Security System
- Digital Camera
- Alexa



## GET OUTSIDE

- Grill
- Patio Furniture
- Lawn Mower
- Leaf Blower



## FLOWER POWER

- Planters
- Yard Items
- Hose
- Lawn Ornaments



## WAKE UP

- Coffee Maker
- Toaster
- Blender
- French Press
- Waffle Maker



## MAKE IT SPOTLESS

- Vacuum
- Broom
- Laundry Basket
- Iron / Board
- Mop



## OFFICE TIME

- Desk
- Office Supplies
- File Cabinet
- Stand Up Desktop
- Paper Shredder



## TOOL STUFF

- Toolbox
- Electric Drill
- Step Ladder
- Full size Ladder
- Saw
- Laser Level
- Stud Finder



## DECORATE TOGETHER

- Picture Frames
- Throw Blankets
- Lamps
- Art
- Furniture



## FOR FUN

- Board Games
- Camping Gear
- Fitness items
- Books
- Bikes



## THINK OUTSIDE THE BOX

- Hangers
- Kitchen Furniture
- Sports Items
- Yard Games