Use this Wedding Planning Guide to keep track of your wedding budget and the many details needed to plan your perfect day!

Timeline

10-12 MONTHS BEFORE
- Announce your engagement.
- If desired, have an engagement party. Register beforehand for gifts.
- Create a budget.
- Select your wedding date and time.
- Check with venues, officiants, and other crucial parties before finalizing.
- Meet with your clergy to discuss premarital requirements including classes, counseling, etc.
- Determine the style of your wedding.
- If desired, hire a wedding consultant.
- Determine the size of your guest list.
- Choose and reserve locations for ceremony and reception.
- Select your bridal party.
- Begin shopping for wedding rings.
- Interview and select caterer.
- Interview and select photographer.
- Interview and select florist.
- Interview and select musicians/entertainment.
- Interview and select a videographer.

8-10 MONTHS BEFORE
- Research, shop for and order your gown, headpiece and accessories.
- Select your color scheme.
- Begin planning ceremony and reception details.
- Determine what type of entertainment you want.
- Complete arrangements with service professionals. Be sure to collect signed contracts and pay deposits.
- Meet with caterer to sample foods and plan menu.
- Plan all details of reception.
- Select attendants’ apparel.
- Select type of music for ceremony and reception.
- Plan your floral décor for ceremony and reception.
- Select type of music for ceremony and reception.
- Select attendants’ apparel.
- Plan all details of reception.
- Meet with caterer to sample foods and plan menu.
- Send out save-the-date cards, especially if you’re marrying during a holiday season or having a destination wedding.
- Meet with beauty professionals to decide on what look you want for your special day.

6-8 MONTHS BEFORE
- Contact rental companies for anything you need to rent such as tables, chairs, tents, etc. for ceremony or reception.
- Consult your travel agent about honeymoon plans.
- Order bridesmaids dresses.
- Order men’s formal wear.
- Send out save-the-date cards, especially if you’re marrying during a holiday season or having a destination wedding.
- Meet with beauty professionals to decide on what look you want for your special day.

4-6 MONTHS BEFORE
- Finalize guest list.
- 6 months: Order invitations, personal stationery, thank-you notes and wedding programs.
- Prepare and print map for invitations.
- Shop for wedding rings.
- Attend pre-wedding counseling, if required.
- Secure honeymoon reservations.
- Complete all gift registries.
- Have a hair and makeup rehearsal with headpiece.
- Begin addressing invitations once received.
- Interview and select a cake designer.
- Reserve transportation (limousine, carriage, etc.)
- Have a hair and makeup rehearsal with headpiece.
- Order men’s formal wear.
- Order bridesmaids dresses.
- Consult your travel agent about honeymoon plans.
- Make reservations for bridesmaids’ luncheon.
- Make health and beauty appointments.
- Confirm honeymoon reservations.
- Select & purchase accessories such as toasting goblets, ring bearer’s pillow, garter, cake knife, etc.
- Secure marriage license.
- Record gifts as they arrive and send thank-you notes.
- Write vows.

1 MONTH BEFORE
- Final gown and attendants’ fittings.
- Have gown pressed and bring it home.
- Ensure all of your accessories are in order.
- Make sure all bridesmaids have their dresses and shoes ready for the wedding.
- Have groom pick up wedding rings.
- Make last minute adjustments with vendors.
- Order and plan welcome gifts for out-of-town guests.

2 WEEKS BEFORE
- Deliver shot lists to photographer/videographer.
- Deliver final song list to DJ/band including songs you don’t want played.
- Bride: get your last haircut and color before wedding.
- Invite wedding party and guests to rehearsal dinner.
- Review reception seating; order place cards if necessary.
- Confirm wedding party transportation and arrival times.
- Confirm out-of-town guests lodging with reserved hotels.

2 MONTHS BEFORE
- Mail invitations four to six weeks before wedding.
- Review details with all service professionals.
- Review ceremony with clergy.
- Make rehearsal dinner reservations.
- Make reservations for bridesmaids’ luncheon.
- Make health and beauty appointments.
- Confirm honeymoon reservations.
- Select & purchase accessories such as toasting goblets, ring bearer’s pillow, garter, cake knife, etc.
- Secure marriage license.
- Record gifts as they arrive and send thank-you notes.
- Write vows.

104 | www.TriadWeddings.com
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1 WEEK BEFORE
☐ Review final details with all service professionals.
☐ Give caterer and reception facility final guest count.
☐ Supply venue manager with a list of vendor requests such as a table for the DJ.
☐ Confirm honeymoon reservations and finish packing.
☐ Remind men to pick up formal wear/shoes and check for fit.
☐ Groom: get hair trimmed.
☐ Arrange for pickup for floral preservation.

2-3 DAYS BEFORE
☐ Deliver place cards, menus, disposable cameras, favors and any other items for table settings to the caterer/venue manager for setup.
☐ Arrange for guests pick-ups from the airport if needed.
☐ Deliver welcome baskets to hotel concierge including names and delivery instructions.

1 DAY BEFORE
☐ Provide all wedding professionals with an emergency phone number to call on wedding day.
☐ Write all checks for final balances to be paid at the end of the reception.
☐ Visit with out-of-town guests.
☐ Attend rehearsal and rehearsal dinner.
☐ Give your marriage license to your officiant.
☐ Present attendants with gifts at the rehearsal dinner.
☐ Get a good night’s sleep!

YOUR WEDDING DAY
☐ Present parents and each other with gifts.
☐ Give wedding bands to the best man and maid of honor to hold during ceremony.
☐ Have a ‘go to’ person introduced to the venue manager in case there are any problems during the reception.
☐ Give yourself a few moments alone to relax.
☐ Be pampered and have hair and makeup done.
☐ Get married and enjoy your day!

Budget

RINGS
☐ Engagement Ring
☐ Bride’s Wedding Ring
☐ Groom’s Wedding Ring
Subtotal

CEREMONY
☐ Ceremony Site Fee
☐ Officiant
☐ Marriage License
☐ Aisle Runner
☐ Candles/Candelabra
☐ Other
Subtotal

RECEPTION
☐ Reception Site Fee
☐ Food, Service, Tax & Gratuity
☐ Beverage/Bar Corkage Fee
☐ Cake/Cake Cutting Fee
☐ Rental Items
☐ Other
Subtotal

WEDDING ATTIRE
Bride:
☐ Bride’s Gown
☐ Alterations
☐ Headpiece/Veil
☐ Jewelry/Accessories
☐ Lingerie, Hosiery, Garter
☐ Shoes
☐ Hair, Makeup
☐ Manicure/Pedicure
☐ Other
Groom:
☐ Groom’s Formalwear
☐ Neckwear/Cufflinks
☐ Accessories
☐ Shoes
☐ Other
Subtotal

PHOTOGRAPHY
☐ Photographer’s Fee
☐ Engagement Portrait
☐ Formal Wedding Portrait
☐ Proofs
☐ Wedding Album
☐ CD/DVD
☐ Candid
☐ Other
Subtotal

VIDEOGRAPHY
☐ Videographer’s Fee
☐ DVD
☐ Additional Copies
☐ Photo Montage Video to Music
☐ Edited Highlights of Ceremony
☐ Projector Rental
☐ Other
Subtotal

MUSIC
☐ Ceremony
☐ Reception
☐ Other
Subtotal

FLOWERS
☐ Bride’s Bouquet
☐ Attendant’s Bouquets
☐ Groom’s Boutonniere
☐ Attendant’s Boutonnieres
☐ Assistants Corsages/Boutonnieres
☐ Ceremony Flowers
☐ Reception Flowers
☐ Decorations (Vases, Balloons, etc.)
☐ Other
Subtotal

CAKE
☐ Cake
☐ Cake Topper
☐ Cake Knife & Server
Subtotal
### Budget

#### STATIONERY
- Announcements
- Save the Date Cards
- Invitations & Envelopes
- Postage
- Ceremony Programs
- Placecards
- Calligrapher
- Thank You Notes
- Informal Stationery
- Other

**Subtotal**

#### TRANSPORTATION
- Wedding Transportation (Limousine, Carriage, etc.)
- Guest Transportation
- Parking
- Other

**Subtotal**

#### GIFTS
- Maid/Matron of Honor
- Bridesmaids
- Best Man
- Groomsmen
- Ushers
- Child Attendants
- Bride & Groom
- Bride’s Parents
- Groom’s Parents
- Out of Town Guests
- Pre-Wedding Party Hosts
- Personal Soloists/Musicians
- Other

**Subtotal**

#### CAKE STYLE
- Type of Cake
- Type & Flavor of Filling
- Type & Flavor of Icing
- Date to Taste Samples
- Chosen Baker/Location
- Notes

**Subtotal**

#### CAKE ACCESSORIES
- Cake Topper
- Cake Flowers
- Cake Decorations
- Cake Stand(s)
- Cake Box(es)
- Cake Knife & Server

#### GROOM’S CAKE
- Type of Cake
- Type & Flavor of Filling
- Type & Flavor of Icing
- Notes

**Total**

#### FAVORS
- Flower Girl’s Basket
- Ring Bearer’s Pillow
- Guest Book & Pen
- Unity Candle, Kiddush Cup
- Other

**Subtotal**

#### SET-UP DETAILS
- Location
- How to Decorate Cake Table
- What to Save for Bride & Groom
- Person to Save & Freeze the Cake
- Person to Store Cake Top, Knife & Server
- Person to Return Cake Stand to Baker

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**TOTAL WEDDING BUDGET**

- Rings
- Ceremony
- Reception
- Wedding Attire
- Photography
- Videography
- Music
- Flowers
- Cake
- Stationery
- Transportation
- Gifts
- Favors
- Extras

**Total**
Catering

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

**SERVICE**
- Cocktails
- Passed Hors d’oeuvres
- Hors d'oeuvres
- Tables
- Seated Meal
- Buffet

**COURSES**
- Breakfast/Brunch
- Hors d’oeuvres
- Appetizer
- Soup
- Salad
- Entrée
- Dessert

**SPECIAL**
- Vegetarian
- Kosher
- Halal
- Other

**ENTREES**
- Beef
- Chicken
- Vegetarian
- Pork
- Seafood
- Lamb
- Pasta

**RENTALS**
- Tables
- Chairs/Chair Covers
- China, Glassware, Silverware, Serving Dishes
- Linens
- Number of Servers
- Other

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

**LOCATION**

**Reception**

**VENUE SERVICES**
- Dressing/Changing Areas
- Overnight Accommodations
- Restrooms
- Food

**DECORATIONS**
- Head Table
- Cake Table
- Guest Book Table
- Gifts Table
- Restrictions
- Other

**Fashion**

**BRIDE**

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Spring/Summer 2012 | 107
# Flowers

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<td>Fathers'/Grandfathers' Boutonnieres</td>
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<td>Guest Table Centerpieces</td>
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<td>Reception Room</td>
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<td>Cake &amp; Cake Table</td>
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<td>Gift Table</td>
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## Stationery

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<td>Ceremony Programs</td>
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<td>Place Card Settings</td>
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<td>Calligraphy</td>
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## Music/Entertainment

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<table>
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<td>Cocktail Hour</td>
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<td>Guests' first dance</td>
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<td>Throwing the garter</td>
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<td>Last dance</td>
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### Photography

#### BRIDE
- Bride, full-length
- Bride, back of dress
- Bride's bouquet
- Bride with both parents
- Bride with mother & father separately
- Bride with grandparents
- Bride with siblings
- Bride with maid/matron of honor
- Bride with each bridesmaid
- Bride with attendants
- Bride with ring bearer, flower girl

#### GROOM
- Groom, full-length
- Groom with parents
- Groom with mother & father separately
- Groom with grandparents
- Groom with siblings
- Groom with best man
- Groom with each groomsman
- Groom with attendants
- Groom with bridesmaids

#### BRIDE & GROOM
- Bride & Groom together
- Bride & Groom with each set of parents
- Bride & Groom with entire wedding party
- Close-up of wedding rings
- Bride & Groom signing marriage certificate

#### PRE-WEDDING
- Bride getting ready
- Bride putting on veil
- Candid shots of bride/bridesmaids preparing
- Groom getting ready
- Candid shots of groom/groomsmen preparing
- Front of ceremony location
- Guests arriving

#### CEREMONY
- Musicians
- Attendants entering ceremony
- Seating of parents
- Attendants walking down aisle
- Flower girl/Ring bearer walking down aisle
- Groom entering ceremony
- Clergy, groom, best man at alter
- Bride & father walking down aisle
- Father giving bride’s hand to groom
- Guests watching ceremony
- Vow exchange
- Ring ceremony
- Unity candle/Kiddush cup ceremony, etc.
- Signing of marriage certificate
- Bride & Groom kiss
- Recessional
- Other

#### RECEPTION
- Guests at party
- Guests signing guest book
- Placecards
- Centerpieces, place settings, meals
- Favors
- Toasts
- Candid shots throughout
- Musicians
- Bride & Groom’s first dance
- Bride & Father dance
- Groom & Mother dance
- Guests dancing
- Cake, cake table & cake cutting
- Bride & Groom feeding each other cake
- Bouquet toss
- Garter removal & toss
- Transportation vehicle
- Newlyweds departing
- Guests throwing rice, etc.
- Other

#### OTHER
- Engagement session
- Bridal portrait
- Rehearsal dinner
- Engagement session
- Bridal portrait
- Rehearsal dinner

### Wedding party contacts

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<th>Name</th>
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<td>Bridesmaids</td>
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Vendor Costs

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