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# Wedding Checklist

## 12 OR MORE MONTHS BEFORE

TO BE COMPLETED BY \_\_\_\_\_

- Determine potential dates and times for your wedding
- Decide on the size, formality and setting for your wedding
- Create a wedding and engagement budget
- Reserve the locations of your wedding and reception
- Meet with and book the officiating clergy
- Choose your wedding party and participants
- Choose your wedding rings
- Draw up your initial guest list
- Organize your engagement party
- Decide if you are having a Stag & Doe party
- Other \_\_\_\_\_

## 9–12 MONTHS BEFORE

TO BE COMPLETED BY \_\_\_\_\_

- Order your wedding dress and attendants' attire
- Book your photographer/videographer
- Reserve a caterer
- Arrange for décor, chair covers and linens
- Book your live entertainment or DJ
- Reserve your florist
- Order your wedding cake
- Reserve any rental items from the rental company
- Register your gift choices at your favourite store
- Research accommodation for out-of-town guests
- Plan your honeymoon
- Mail out 'Save the Date' Cards
- Other \_\_\_\_\_

## 6–9 MONTHS BEFORE

TO BE COMPLETED BY \_\_\_\_\_

- Decide on your menu
- Reserve the musicians and soloist for your ceremony
- Reserve your limousine service
- Order your invitations and any other stationery
- Order bombonieres for your guests
- Mother's outfits are chosen
- Check marriage licence requirements
- Decide on a Stag & Doe Venue
- Other \_\_\_\_\_

## 3–6 MONTHS BEFORE

TO BE COMPLETED BY \_\_\_\_\_

- Finalize your guest list
- Choose the reader for your ceremony
- Finalize your order with the florist
- Reserve the men's wedding attire
- Make an appointment with your hairdresser
- Make appointments for nails and makeup
- Other \_\_\_\_\_

## 2 MONTHS BEFORE

TO BE COMPLETED BY \_\_\_\_\_

- Mail the invitations
- Decide on your wedding vows or compose your own
- Finalize the reception menus
- Confirm the wedding details with the musicians and clergy
- Have the programs printed
- Purchase gifts for parents and attendants
- Schedule final dress fitting for bride and attendants
- Other \_\_\_\_\_

## 1 MONTH BEFORE

TO BE COMPLETED BY \_\_\_\_\_

- Apply for a marriage licence
- Plan the rehearsal dinner
- Meet with photographer and videographer
- Other \_\_\_\_\_

## 2 WEEKS BEFORE

TO BE COMPLETED BY \_\_\_\_\_

- Have the attendant's parties
- Draft the speeches
- Finalize reception details
- Call any guests who have not replied
- Confirm details with your hairdresser and make-up artist
- Deliver song lists to musicians or play lists to DJ
- Confirm honeymoon reservations
- Other \_\_\_\_\_

## 1 WEEK BEFORE

TO BE COMPLETED BY \_\_\_\_\_

- Finalize seating plan
- Determine the order for the procession
- Have your rehearsal
- Confirm accommodation reservations
- Pick up the attire for the groomsmen
- Confirm the final numbers with the caterer
- Confirm details with limousine company
- Deliver your marriage licence to the officiant
- Create a seating arrangement for the reception and write out place cards
- Choose someone to hand out the favours
- Choose someone to return any rented items after the wedding
- Write any cheques required for the wedding day
- Pack for your honeymoon
- Other \_\_\_\_\_

## ON THE DAY

- Give the wedding bands to the best man
- Give the best man any cheques that will need to be given out
- Present the attendants and parents with their gifts
- Relax and enjoy your special day!
- Other \_\_\_\_\_

# Destination Wedding Checklist

In addition to the standard Wedding Planning Checklist, consider the following items when planning a Destination wedding.

## CHOOSE YOUR DESTINATION & SELECT A WEDDING DATE

When selecting your destination, consider the following:

- Decide what time of year you would like to get married and select a preferred
- Determine the style of wedding you would like to have – traditional, informal etc.
- Choose the setting you would like for your wedding – historic, exotic, seaside, countryside etc.
- Consider the cultural experience you would like you and your guests to have – a holiday in the sun, a trek through the jungle, gourmet delight etc.
- Choose the climate you would like for your wedding day
- Determine the time of year you would like your wedding to take place in – what will the weather conditions be like at that time of year?
- What is the average cost to get married in a particular country
- If you would like to have a large or small wedding – how far your guests will have to travel will affect how many people will be able to attend
- How easy it is to plan a wedding in a particular country – could you plan your own wedding, would you have to use a Tour Operator or Wedding Planner?
- The legal and residential requirements for getting married in a particular country
- Other \_\_\_\_\_

## LEGAL REQUIREMENTS

- Contact the Foreign Embassy or Consulate to confirm the legal and residential requirements to get married in the country of your choice.
- Understand the time frame and the steps that must be completed to ensure your marriage can take place.
- Other \_\_\_\_\_

## COMPILE GUEST LIST

- Think about who you would like to spend your wedding day with and compile a guest list.
- Speak to guests as early as possible in order to estimate the numbers that may attend. This will help when speaking to Wedding Planners, Tour Operators, Suppliers and choosing your wedding venues.
- Other \_\_\_\_\_

## PLAN YOUR WEDDING ABROAD

- Determine how much you would like to spend on your wedding
- Determine the style of wedding you would like to have and how much involvement you would like to have in its planning.
- Decide if you would like to use a Wedding Planner, a Tour Operator or plan your wedding yourself.

## EXTRA ACTIVITIES

- When getting married abroad most couples hold extra activities and celebrations.
- Decide if you will have a rehearsal or pre-wedding day dinner
- Decide if you will have a post wedding day breakfast or lunch.
- If you are holding extra celebrations investigate and book appropriate venues.
- Decide if you will organise group sightseeing activities. Investigate possible activities.
- Decide if you will have a party upon your return home. If yes, add this to your budget, compile a guest list and investigate and book venue.
- Other \_\_\_\_\_

## ACCOMMODATION OPTIONS FOR GUESTS

- Investigate and select a range of suitable accommodation for your guests. Ensure you find accommodation that caters for all budgets.
- Ask hotels if they will offer a special rate for your guests.
- Confirm what date your guests must book by to secure accommodation.
- Determine if a deposit must be paid. Will this deposit be refundable if a guest does not use the accommodation?
- Determine if a hotel will be willing to put information in your guests' rooms (**example** welcome letters and gifts.)
- Decide if you will book accommodation on your guests' behalf or ask your guests to book their own accommodation.
- If your guests are going to book their own accommodation, compile a list of recommended hotels to go in their information pack. Be sure to mention any special rates and booking reference codes.
- Ask the hotel if they provide airport transfers. Provide your guests with this information in their information pack.
- Determine where your guests are staying and when they arrive and depart
- Other \_\_\_\_\_

## GUEST INFORMATION

- Compile information pack or set up a wedding website. This information should be given to guests with their invitations.
- Write a wedding welcome letter to put in your guests' hotel rooms. This is a nice surprise for your guests and a good way of re-iterating the itinerary for your celebrations.
- Other \_\_\_\_\_

# Budget Breakdown

Here is a breakdown of the expenses that you can use as a guide. This takes an average of many wedding budgets and what percentage is typically spent on each category of product or service. To estimate how your costs might average out in this way, take your total dollar amount and multiply it by the percentage you are allotting to that item (5% is .05). This will give you a dollar amount to start with.

EXPENSES	TRADITIONAL BREAKDOWN	YOUR BREAKDOWN	ESTIMATE	ACTUAL
<b>CEREMONY</b> Location fee, officiant fee, marriage license, musician's fees, ring pillows, rentals	6–10%	_____	_____	_____
<b>RECEPTION</b> Reception site, food, drinks, rentals, cake, favours	35–55%	_____	_____	_____
<b>ATTIRE</b> Dress, headpiece/veil, undergarments and hosiery, shoes, accessories, jewellery, hair and makeup, groom's tuxedo or suit, shoes, bow tie, cuff links, studs, suspenders	5–12%	_____	_____	_____
<b>RINGS</b> His and her rings, engraving	3–12%	_____	_____	_____
<b>FLOWERS</b> Ceremony, bride's bouquet, maid-of-honour and bridesmaid bouquets, boutonnieres and corsages, centerpieces, flower-girl basket	5–15%	_____	_____	_____
<b>MUSIC</b> Ceremony Musicians, Band and/or DJ, cocktail hour musicians, sound system rental	3–10%	_____	_____	_____
<b>PHOTOGRAPHY</b> Photographer and Videographer's fees, albums, additional prints, disposable cameras for candid	7–13%	_____	_____	_____
<b>TRANSPORTATION</b> Transportation for wedding party, guest shuttle and/or parking attendants	2%	_____	_____	_____
<b>STATIONERY</b> Invitations, response cards, thank you notes, postage, calligraphy, guest book	2–5%	_____	_____	_____
<b>GIFTS</b> Bridesmaid and groomsmen, parents, welcome baskets for out-of-town guests.	3%	_____	_____	_____
<b>MISCELLANEOUS</b> Some unexpected expense or a bit of wiggle room in your budget	5–12%	_____	_____	_____

# Budget

DESCRIPTION	ESTIMATE	DEPOSIT	PAYMENTS	BALANCE	ACTUAL
<b>CEREMONY</b>					
Décor:					
Location Fee:					
Officiant Fee:					
Marriage License:					
Musicians Fees:					
Ring Pillows:					
Rentals:					
Other:					
<b>RECEPTION</b>					
Décor:					
Location Fee:					
Food:					
Drinks:					
Rentals:					
Cake:					
Favours:					
Other:					
<b>ATTIRE</b>					
Bridal Dress:					
Headpiece / Veil:					
Undergarments / Hosiery:					
Shoes:					
Accessories:					
Jewellery:					
Bridal Makeup:					
Bridal Nails:					
Bridal Hair:					
Groom's Tuxedo / Suit:					
Groom's Shoes:					
Bow Tie / Cuff Links / Accessories:					
Other:					

# Budget

DESCRIPTION	ESTIMATE	DEPOSIT	PAYMENTS	BALANCE	ACTUAL
<b>RINGS</b>					
Bride's Wedding Ring:					
Groom's Wedding Ring:					
Engraving:					
<b>FLOWERS</b>					
Brides Bouquet:					
Bridesmaids Bouquets:					
Flower Girl Petals:					
Grooms Boutonniere:					
Groomsmen Boutonnieres:					
Ring Bearer Boutonniere					
Corsages:					
Flower Crowns:					
Aisle Petals					
Ceremony:					
Centrepieces:					
Cake / Guest Book / Gift Tables:					
Throw-Away Bouquet:					
Other:					
<b>PHOTOGRAPHY</b>					
Photographer:					
Videographer:					
Albums:					
Engagement Photos:					
Additional Prints:					
Disposable Cameras:					
Other:					
<b>TRANSPORTATION</b>					
Transportation for Wedding Party:					
Guest Shuttle:					
Parking Attendant:					
Other:					

# Budget

DESCRIPTION	ESTIMATE	DEPOSIT	PAYMENTS	BALANCE	ACTUAL
<b>STATIONERY</b>					
Save-The-Dates:					
Invitations:					
Response Cards:					
Map/ Direction Cards:					
Outer & Inner Envelopes:					
Postage:					
Programs:					
Menus:					
Place / Escort Cards:					
Table Numbers:					
Guest Book:					
Thank-you Cards:					
Other:					
<b>MUSIC</b>					
Ceremony Musicians:					
Wedding Band or DJ:					
Cocktail Hour Musicians:					
Sound System Rental:					
Other:					
<b>GIFTS</b>					
Bridesmaids:					
Groomsmen:					
Parents:					
Out of Town Guests:					
Other:					
<b>MISCELLANEOUS</b>					
Honeymoon:					
Rehearsal Dinner:					
Stag & Doe:					
Wedding Planner:					
Other:					



# Attendants

## MAID OF HONOUR

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## BRIDESMAIDS

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## FLOWER GIRLS

Name: \_\_\_\_\_

Parents: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Parents: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## BEST MAN

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## GROOMSMEN

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## RING BEARER

Name: \_\_\_\_\_

Parents: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Parents: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_



# Guest List—His

Photocopy this list or go online to [www.theweddingtrends.com](http://www.theweddingtrends.com) to fill in online and print off or save.

INVITE	RSVP	MEAL SELECTION	ALCOHOL
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			

# Guest List—Hers

Photocopy this list or go online to [www.theweddingtrends.com](http://www.theweddingtrends.com) to fill in online and print off or save.

INVITE	RSVP	MEAL SELECTION	ALCOHOL
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			
Name: _____ (+1) _____ Address: _____ Postal Code: _____ Relationship to Couple: _____ E-mail: _____			

# Eventful Dates

## ENGAGEMENT PARTY

Date & Time:

Location:

Contact:

Telephone:

E-mail:

## BRIDAL SHOWER

Date & Time:

Location:

Contact:

Telephone:

E-mail:

## BRIDAL SHOWER

Date & Time:

Location:

Contact:

Telephone:

E-mail:

## BRIDAL SHOWER

Date & Time:

Location:

Contact:

Telephone:

E-mail:

## CEREMONY REHEARSAL

Date & Time:

Location:

Contact:

Telephone:

E-mail:

## REHEARSAL DINNER

Date & Time:

Location:

Contact:

Telephone:

E-mail:

## CEREMONY

Date & Time:

Location:

Contact:

Telephone:

E-mail:

## RECEPTION

Date & Time:

Location:

Contact:

Telephone:

E-mail:

## OTHER

Date & Time:

Location:

Contact:

Telephone:

E-mail:

## OTHER

Date & Time:

Location:

Contact:

Telephone:

E-mail:

# Rental Checklist

## RENTAL DETAILS

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact: \_\_\_\_\_

Date & Time of Pick-up/Delivery: \_\_\_\_\_

Date & Time of Return: \_\_\_\_\_

Cost/Deposit: \_\_\_\_\_

Name of Person Picking Up: \_\_\_\_\_

## TENTS

Tents Qty \_\_\_\_\_ \$ \_\_\_\_\_

Chairs Qty \_\_\_\_\_ \$ \_\_\_\_\_

Dance Floor Qty \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

## DINNERWARE

Flatware Qty \_\_\_\_\_ \$ \_\_\_\_\_

Dinner Plates Qty \_\_\_\_\_ \$ \_\_\_\_\_

Bread/Butter Plates Qty \_\_\_\_\_ \$ \_\_\_\_\_

Dessert Plates Qty \_\_\_\_\_ \$ \_\_\_\_\_

Cups/Saucers Qty \_\_\_\_\_ \$ \_\_\_\_\_

Gravy Boats Qty \_\_\_\_\_ \$ \_\_\_\_\_

Meat Platters Qty \_\_\_\_\_ \$ \_\_\_\_\_

Serving Bowls Qty \_\_\_\_\_ \$ \_\_\_\_\_

Coffee Percolator Qty \_\_\_\_\_ \$ \_\_\_\_\_

## TABLEWARE

Linen Tablecloths Qty \_\_\_\_\_ \$ \_\_\_\_\_

Linen Napkins Qty \_\_\_\_\_ \$ \_\_\_\_\_

Table Overlay Qty \_\_\_\_\_ \$ \_\_\_\_\_

Table Skirting Qty \_\_\_\_\_ \$ \_\_\_\_\_

Tables Qty \_\_\_\_\_ \$ \_\_\_\_\_

Round Qty \_\_\_\_\_ \$ \_\_\_\_\_

½ Round Qty \_\_\_\_\_ \$ \_\_\_\_\_

Rectangle Qty \_\_\_\_\_ \$ \_\_\_\_\_

High Chair/Booster Seat Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

## BAR

Portable Bar Qty \_\_\_\_\_ \$ \_\_\_\_\_

Highball Glasses Qty \_\_\_\_\_ \$ \_\_\_\_\_

Wine Glasses Qty \_\_\_\_\_ \$ \_\_\_\_\_

Punch Bowl Qty \_\_\_\_\_ \$ \_\_\_\_\_

Champagne Glasses Qty \_\_\_\_\_ \$ \_\_\_\_\_

Champagne Fountain Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

## DECORATIONS

Candles Qty \_\_\_\_\_ \$ \_\_\_\_\_

Candelabras Qty \_\_\_\_\_ \$ \_\_\_\_\_

Flower Arrangements (Silk) Qty \_\_\_\_\_ \$ \_\_\_\_\_

Aisle Markers Qty \_\_\_\_\_ \$ \_\_\_\_\_

Ivy Garland (Head Table) Qty \_\_\_\_\_ \$ \_\_\_\_\_

Mini Lights Qty \_\_\_\_\_ \$ \_\_\_\_\_

Tulle Qty \_\_\_\_\_ \$ \_\_\_\_\_

Head Table Backdrop Qty \_\_\_\_\_ \$ \_\_\_\_\_

Podium Qty \_\_\_\_\_ \$ \_\_\_\_\_

Centrepieces Qty \_\_\_\_\_ \$ \_\_\_\_\_

Envelope Drop Qty \_\_\_\_\_ \$ \_\_\_\_\_

Archways Qty \_\_\_\_\_ \$ \_\_\_\_\_

Easels Qty \_\_\_\_\_ \$ \_\_\_\_\_

Ceiling Décor Qty \_\_\_\_\_ \$ \_\_\_\_\_

Chair Covers Qty \_\_\_\_\_ \$ \_\_\_\_\_

Pillars Qty \_\_\_\_\_ \$ \_\_\_\_\_

Silk Trees Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

# Reception Site

## COSTS

What is the facility rental fee? \_\_\_\_\_

\_\_\_\_\_

What is the cost for food? \_\_\_\_\_

\_\_\_\_\_

What is the cost for beverages? \_\_\_\_\_

\_\_\_\_\_

If you can hold your ceremony on site, what is the fee?

\_\_\_\_\_

What is the staffing fee? (including bartenders, waiters etc.)

\_\_\_\_\_

What is the overtime fee? \_\_\_\_\_

\_\_\_\_\_

Is there a fee for parking or valets? \_\_\_\_\_

\_\_\_\_\_

Is there a cake plating fee? \_\_\_\_\_

\_\_\_\_\_

Is the bar cost per person/open bar? \_\_\_\_\_

\_\_\_\_\_

Can we have a signature drink? Cost? \_\_\_\_\_

\_\_\_\_\_

If I supply my own wine is there a corkage fee? \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PACKAGES

What is included in the wedding package? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Facility rental? \_\_\_\_\_

\_\_\_\_\_

Food and beverages? \_\_\_\_\_

\_\_\_\_\_

Ceremony on site? \_\_\_\_\_

\_\_\_\_\_

Set up and break down? \_\_\_\_\_

Staffing? \_\_\_\_\_

Cake? \_\_\_\_\_

Flowers? \_\_\_\_\_

Linens? \_\_\_\_\_

## SERVICES

Is there an in-house caterer or a list of preferred caterers? If so, are they the exclusive caterers, or can you provide your own?

\_\_\_\_\_

Are there on-site kitchen facilities? \_\_\_\_\_

\_\_\_\_\_

Does the reception site have a list of recommended vendors?

\_\_\_\_\_

Does the reception site provide staff such as an on-site coordinator, waiters and bartenders? \_\_\_\_\_

\_\_\_\_\_

Does the reception site provide items such as tables, chairs, chair covers, plates and glasses? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Reception Site

Does the reception site provide adequate parking space or valets?  
What are the costs involved? \_\_\_\_\_  
\_\_\_\_\_

Will I need to arrange for valet or off-site parking & shuttle? \_\_\_\_\_  
\_\_\_\_\_

## AMENITIES

When can I start setting up? \_\_\_\_\_  
\_\_\_\_\_

Are there changing rooms for the bridal party? \_\_\_\_\_  
\_\_\_\_\_

Does the facility provide guest accommodations or are their  
convenient locations nearby? \_\_\_\_\_  
\_\_\_\_\_

Are there picturesque locations for photo opportunities? Both  
inside and out? \_\_\_\_\_  
\_\_\_\_\_

Is there a dance floor? \_\_\_\_\_  
\_\_\_\_\_

Are there sufficient restroom facilities? \_\_\_\_\_  
\_\_\_\_\_

Is there, or can you set up, a coat room? \_\_\_\_\_  
\_\_\_\_\_

Is there a stage for the head table? \_\_\_\_\_  
\_\_\_\_\_

Is there a podium/microphone? \_\_\_\_\_  
\_\_\_\_\_

## TERMS

Are there any rules or restrictions I should know about? \_\_\_\_\_  
\_\_\_\_\_

What is the length of the facility rental? Is there an overtime fee  
if your wedding reception lasts longer? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Do you have use of the entire reception site? If not, what areas can  
your party use? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

What is the deposit and when is the remainder due? \_\_\_\_\_  
\_\_\_\_\_

What is the cancellation policy? \_\_\_\_\_  
\_\_\_\_\_

Are there restrictions on food or drinks in any areas? \_\_\_\_\_  
\_\_\_\_\_

Are candles or open flames allowed? \_\_\_\_\_  
\_\_\_\_\_

Does the site have any music or noise restrictions? \_\_\_\_\_  
\_\_\_\_\_

Are there any decorating restrictions? \_\_\_\_\_  
\_\_\_\_\_

Will there be another party during, before or after yours? If so,  
how will this affect your event? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Is there a payment schedule? What kind of deposits are required?  
\_\_\_\_\_

\_\_\_\_\_

## SITE

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Style of Site: \_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Ceremony Site

## COSTS

What is the facility rental fee? \_\_\_\_\_  
\_\_\_\_\_

Is there a ceremony fee? \_\_\_\_\_  
\_\_\_\_\_

What is the set-up/break-down fee? \_\_\_\_\_  
\_\_\_\_\_

What is the staffing fee? \_\_\_\_\_  
\_\_\_\_\_

What is the overtime fee? \_\_\_\_\_  
\_\_\_\_\_

Is there a fee for security personnel? \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SERVICES

Does the site provide staff such as an on-site coordinator? \_\_\_\_\_  
\_\_\_\_\_

Does the site provide items such as tables, chairs, chair covers? \_\_\_\_\_  
\_\_\_\_\_

Does the ceremony site provide adequate parking space or valets? \_\_\_\_\_  
\_\_\_\_\_

What are the costs involved? \_\_\_\_\_  
\_\_\_\_\_

Does the site provide on-site security. What are the costs involved? \_\_\_\_\_  
\_\_\_\_\_

Does the site have a liquor licence? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AMENITIES

Are there changing rooms for the bridal party? \_\_\_\_\_

Is there a bar area or can one be set up? \_\_\_\_\_  
\_\_\_\_\_

Are there picturesque locations for photo opportunities? Both inside and out? \_\_\_\_\_  
\_\_\_\_\_

Are there sufficient restroom facilities? \_\_\_\_\_  
\_\_\_\_\_

Is there, or can you set up, a coat room? \_\_\_\_\_  
\_\_\_\_\_

Is the facility in a desirable location? Consider the view and any potential noise interruptions. Is it easy to get to? Is it close to any nearby attractions? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there sufficient restroom facilities? \_\_\_\_\_  
\_\_\_\_\_

Is there, or can you set up, a coat room? \_\_\_\_\_  
\_\_\_\_\_

Is there a podium/microphone? \_\_\_\_\_  
\_\_\_\_\_

Is a sound system required? \_\_\_\_\_  
\_\_\_\_\_

## TERMS

What is the length of the facility rental? Is there an overtime fee if your ceremony lasts longer? \_\_\_\_\_

Will you allow photographs and video during the ceremony? \_\_\_\_\_  
\_\_\_\_\_

Do you have use of the entire site? If not—what areas can your party use? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Ceremony Site

What is the deposit and when is the remainder due? \_\_\_\_\_  
\_\_\_\_\_

What is the cancellation policy? \_\_\_\_\_  
\_\_\_\_\_

Are there restrictions on food or drinks in any areas? \_\_\_\_\_  
\_\_\_\_\_

Are candles or open flames allowed? \_\_\_\_\_

Does the site have any music or noise restrictions? \_\_\_\_\_  
\_\_\_\_\_

Are there any decorating restrictions? (*example hanging items from the ceiling/walls*) \_\_\_\_\_  
\_\_\_\_\_

Will there be another ceremony during, before or after yours? If so, how will this affect your event? \_\_\_\_\_  
\_\_\_\_\_

If an outdoor location, are there backup plans for rain or inclement weather? \_\_\_\_\_  
\_\_\_\_\_

Is there a place to put up a tent? \_\_\_\_\_  
\_\_\_\_\_

Are there enough chairs for the ceremony or will you need to rent additional seating? \_\_\_\_\_  
\_\_\_\_\_

## OTHER

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

## SITE OPTION 1

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Style of Site: \_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SITE OPTION 2

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Style of Site: \_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SITE OPTION 3

Site: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Style of Site: \_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Choosing Your Wedding Planner

## QUESTIONS TO ASK YOUR PLANNER

Are you available for our date? \_\_\_\_\_

Do you offer free consultations? \_\_\_\_\_

How long have you been in business? \_\_\_\_\_

What services do you offer? \_\_\_\_\_

How do you keep in touch with clients? \_\_\_\_\_

Who are your preferred vendors? \_\_\_\_\_

Can you help us stay within budget? \_\_\_\_\_

What's the average size of the weddings you plan? \_\_\_\_\_

Will you be with us on the big day? \_\_\_\_\_

Do you work alone or as a team? \_\_\_\_\_

What is the cost of your services? \_\_\_\_\_

Will you coordinate delivery, arrival, and set-up times with vendors? \_\_\_\_\_

Will you be at our rehearsal and is there an extra charge for this? \_\_\_\_\_

Will you read through vendor contracts for me? What are things to look out for? \_\_\_\_\_

Will you coordinate payments to vendors? \_\_\_\_\_

Can you provide references? \_\_\_\_\_

How many weddings have you done? \_\_\_\_\_

How many do you do in a year? A month? A day? \_\_\_\_\_

Do you do this full-time? \_\_\_\_\_

Do you have any training or certifications? \_\_\_\_\_

Are you insured? \_\_\_\_\_

What is your cancellation policy? \_\_\_\_\_

*Attach any pictures you've seen or website URL's of things you like, to serve as inspiration.*

## WEDDING PLANNER

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Website: \_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

Notes: \_\_\_\_\_

# Planning Your Décor

## QUESTIONS TO ASK YOUR DECORATOR

Are you available for our date? \_\_\_\_\_

Do you offer free consultations? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you been in business? \_\_\_\_\_

\_\_\_\_\_

Do you have a portfolio I can see? \_\_\_\_\_

\_\_\_\_\_

Are all the pictures on your website and in the portfolio your own?

\_\_\_\_\_

What does pricing include? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you provide examples at different price points? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you provide references? \_\_\_\_\_

\_\_\_\_\_

How many weddings have you done? \_\_\_\_\_

\_\_\_\_\_

How many do you do in a year? A month? A day? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you do this full-time? \_\_\_\_\_

\_\_\_\_\_

Do you have any training or certifications? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you insured? \_\_\_\_\_

\_\_\_\_\_

What is your cancellation policy? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DECORATOR

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Décor included: \_\_\_\_\_

\_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

## BRIDE & GROOM WISH LIST

Favours \_\_\_\_\_

\_\_\_\_\_

Guestbook \_\_\_\_\_

\_\_\_\_\_

Placecards \_\_\_\_\_

\_\_\_\_\_

Seating Chart \_\_\_\_\_

\_\_\_\_\_

Welcome Bags \_\_\_\_\_

\_\_\_\_\_

Centrepieces \_\_\_\_\_

\_\_\_\_\_

Aisle Runner \_\_\_\_\_

\_\_\_\_\_

Garland \_\_\_\_\_

\_\_\_\_\_

Wedding Card Box \_\_\_\_\_

\_\_\_\_\_

Wedding Bubbles, Petals or Confetti \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Choosing Your Dress

## QUESTIONS TO ASK YOUR BRIDAL SHOP

What brand and designer lines do you carry? \_\_\_\_\_

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Are any alterations included in the cost of the gown? \_\_\_\_\_

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Can I get a price list or estimate for possible alterations? \_\_\_\_\_

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After my gown is ordered, how long will it take for it to come in?

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Will you store the gown until the wedding day if necessary? \_\_\_\_\_

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Will the gown be steamed/pressed when I pick it up? \_\_\_\_\_

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What are your deposit and payment policies? \_\_\_\_\_

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How long have you been in business? \_\_\_\_\_

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Do you offer a discount if my bridesmaid dresses are also ordered from you? \_\_\_\_\_

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What trends are you seeing this year? \_\_\_\_\_

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What styles are best for my body type? \_\_\_\_\_

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Does the dress include a bustle? \_\_\_\_\_

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Will I need to purchase special undergarments? \_\_\_\_\_

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Do you rent crinoline? \_\_\_\_\_

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Can you make any suggestions for jewellery/veils that compliment certain dress styles? \_\_\_\_\_

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What will I need at the first fitting? \_\_\_\_\_

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## DRESS OPTION 1

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Sales Consultant: \_\_\_\_\_

Style of Dress: \_\_\_\_\_

Brand of Dress: \_\_\_\_\_

Price: \_\_\_\_\_

Price for Alterations: \_\_\_\_\_

## DRESS OPTION 2

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Sales Consultant: \_\_\_\_\_

Style of Dress: \_\_\_\_\_

Brand of Dress: \_\_\_\_\_

Price: \_\_\_\_\_

Price for Alterations: \_\_\_\_\_

*Attach any pictures you've seen or website URL's of things you like, to serve as inspiration.*

## FITTING DATES & NOTES

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# Getting Your Dress Made

## QUESTIONS TO ASK YOUR SEAMSTRESS

How long have you been in business? \_\_\_\_\_

Can you create something if I bring my own sample/inspiration? \_\_\_\_\_

Do you have a portfolio? \_\_\_\_\_

Can I get references from past clients? \_\_\_\_\_

Do you charge by the hour or by the job? \_\_\_\_\_

Are any alterations included in the cost of the gown? \_\_\_\_\_

Can I get a price list or estimate for possible alterations? \_\_\_\_\_

When will the dress be ready? \_\_\_\_\_

How many fittings are required? \_\_\_\_\_

Do the fittings cost extra? \_\_\_\_\_

Do you create a custom design or work from a pattern? \_\_\_\_\_

What trends are you seeing this year? \_\_\_\_\_

What styles are best for my body type? \_\_\_\_\_

What fabrics would you suggest? \_\_\_\_\_

Can I supply my own fabric? How much less will it cost? \_\_\_\_\_

What do you expect me to supply? (*example notions, ribbon*) \_\_\_\_\_

Will you store the gown until the wedding day if necessary? \_\_\_\_\_

Will the gown be steamed/pressed when I pick it up? \_\_\_\_\_

What are your deposit and payment policies? \_\_\_\_\_

## OPTION 1

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Sales Consultant: \_\_\_\_\_

Style of Dress: \_\_\_\_\_

Extras: \_\_\_\_\_

Price: \_\_\_\_\_

Price for Alterations: \_\_\_\_\_

## OPTION 2

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Sales Consultant: \_\_\_\_\_

Style of Dress: \_\_\_\_\_

Extras: \_\_\_\_\_

Price: \_\_\_\_\_

Price for Alterations: \_\_\_\_\_

*Attach any pictures you've seen or website URL's of things you like, to serve as inspiration.*

## FITTING DATES & NOTES

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# Bridesmaids Attire

## QUESTIONS TO ASK YOUR BRIDAL SHOP

How long have you been in business? \_\_\_\_\_  
\_\_\_\_\_

What brand and designer lines do you carry? \_\_\_\_\_  
\_\_\_\_\_

What fabric/colours are available? \_\_\_\_\_  
\_\_\_\_\_

Do you rent the dresses? \_\_\_\_\_  
\_\_\_\_\_

Are any alterations included in the cost of the dresses? \_\_\_\_\_  
\_\_\_\_\_

Can I get a price list or estimate for possible alterations? \_\_\_\_\_  
\_\_\_\_\_

After the dresses are ordered, how long will they take to come in?  
\_\_\_\_\_  
\_\_\_\_\_

Will you store the dresses until the wedding day if necessary?  
\_\_\_\_\_  
\_\_\_\_\_

Will the gowns be steamed/pressed when they are picked up?  
\_\_\_\_\_  
\_\_\_\_\_

Do you have other locations for bridesmaids that are out of town?  
\_\_\_\_\_  
\_\_\_\_\_

What are your deposit and payment policies? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OPTION 1 \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Designer: \_\_\_\_\_

Colour: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

## OPTION 2 \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Designer: \_\_\_\_\_

Colour: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

*Attach any pictures you've seen or website URL's of things you like, to serve as inspiration.*

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

## FINAL DRESS & ACCESSORY OVERVIEW

Store: \_\_\_\_\_

Designer Name: \_\_\_\_\_

Style Number: \_\_\_\_\_

Colour: \_\_\_\_\_

Dress Style Options: \_\_\_\_\_

Cost: \_\_\_\_\_

Alteration Cost: \_\_\_\_\_

Shoes: \_\_\_\_\_

Colour: \_\_\_\_\_

Dyeable: \_\_\_\_\_ Height of Heel \_\_\_\_\_

Store Where Available: \_\_\_\_\_

Cost: \_\_\_\_\_

Hair Accessory: \_\_\_\_\_

Necklace: \_\_\_\_\_

Earrings: \_\_\_\_\_

Other Jewellery: \_\_\_\_\_

Nail Polish Colour: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

# Grooms Attire

## QUESTIONS TO ASK YOUR TUXEDO OR SUIT RENTAL SHOP

What sizes and styles are available? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is included in my tuxedo rental? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What colour selection do you have? \_\_\_\_\_

\_\_\_\_\_

Are the tuxedos in the store or have to be shipped in? \_\_\_\_\_

\_\_\_\_\_

Is there an additional fee for alterations? \_\_\_\_\_

\_\_\_\_\_

What is the total rental price with everything included? \_\_\_\_\_

\_\_\_\_\_

Is the groom's tuxedo rental free if we order all the groomsmen's as well? \_\_\_\_\_

\_\_\_\_\_

How many dressing rooms are available? \_\_\_\_\_

\_\_\_\_\_

How far in advance should I reserve my tuxedo? \_\_\_\_\_

\_\_\_\_\_

How do I handle measurements and pick-ups for my out-of-town attendants? \_\_\_\_\_

\_\_\_\_\_

When should the measurements be in? \_\_\_\_\_

\_\_\_\_\_

When can the tuxedos be picked up? \_\_\_\_\_

\_\_\_\_\_

When do they need to be returned? \_\_\_\_\_

\_\_\_\_\_

Is there a late returning fee? \_\_\_\_\_

\_\_\_\_\_

What if I need the tuxedo for an extended period of time? \_\_\_\_\_

\_\_\_\_\_

Should accessory colours match the ladies' dresses? \_\_\_\_\_

\_\_\_\_\_

Does the number of jacket buttons matter? \_\_\_\_\_

\_\_\_\_\_

What happens if the tuxedo does not fit at pick-up time? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you rent shoes? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What extras do you rent? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## OPTION 1

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Sales Consultant: \_\_\_\_\_

Style: \_\_\_\_\_

Colour: \_\_\_\_\_

Vest: \_\_\_\_\_

Accessories: \_\_\_\_\_

Shoes: \_\_\_\_\_

Cost: \_\_\_\_\_

Extras: \_\_\_\_\_

Deposit: \_\_\_\_\_

## OPTION 2

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Sales Consultant: \_\_\_\_\_

Style: \_\_\_\_\_

Colour: \_\_\_\_\_

Vest: \_\_\_\_\_

Accessories: \_\_\_\_\_

Shoes: \_\_\_\_\_

Cost: \_\_\_\_\_

Extras: \_\_\_\_\_

Deposit: \_\_\_\_\_

Attach any pictures you've seen or website URL's of things you like, to serve as inspiration.





# Bridal Party Attire

Photocopy this list or go online to [www.theweddingtrends.com](http://www.theweddingtrends.com) to fill in online and print off or save.

BRIDAL PARTY
Name:
Designer:
Style Number:
Colour:
Measurements:
Ordered:
First Fitting:
Second Fitting:
Cost:
Alterations:
Shoes:
Accessories:
Other:

BRIDAL PARTY
Name:
Designer:
Style Number:
Colour:
Measurements:
Ordered:
First Fitting:
Second Fitting:
Cost:
Alterations:
Shoes:
Accessories:
Other:

BRIDAL PARTY
Name:
Designer:
Style Number:
Colour:
Measurements:
Ordered:
First Fitting:
Second Fitting:
Cost:
Alterations:
Shoes:
Accessories:
Other:

BRIDAL PARTY
Name:
Designer:
Style Number:
Colour:
Measurements:
Ordered:
First Fitting:
Second Fitting:
Cost:
Alterations:
Shoes:
Accessories:
Other:

## NOTES

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# Invitations

## QUESTIONS TO ASK YOUR PRINTER

How long have you been in business? \_\_\_\_\_

What is your design background? \_\_\_\_\_

Do you have samples? \_\_\_\_\_

What types of printing processes do you offer and which do you specialize in? \_\_\_\_\_

Which do you recommend for my budget and style? \_\_\_\_\_

Do you offer custom invitations as well as templated styles? \_\_\_\_\_

Is there a fee if I want to order a sample of either an existing invitation style or custom design? If so, how much? \_\_\_\_\_

If I choose a custom wedding invitation, what are my options for colour, paper type, ink and fonts? What is the word limit for the text? \_\_\_\_\_

Can I order my table numbers, place cards, ceremony programs, menus, thank-you cards etc. from you? If so, what is the extra cost? \_\_\_\_\_

Do you offer a package or a discount price if I order all of the invitation components at the same time? \_\_\_\_\_

If I want to include a picture or graphic on my cards can you accommodate that? If so, does the image need to be saved in a specific format? \_\_\_\_\_

Are there any new styles, trends and colour combinations you would recommend? \_\_\_\_\_

How much will it cost to mail? \_\_\_\_\_

Will you assemble the invitations? \_\_\_\_\_

Are you willing to print on kit invitations? \_\_\_\_\_

How long will they take? \_\_\_\_\_

Do you offer any calligraphy style or specialty printing? \_\_\_\_\_

## OPTION 1

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Style: \_\_\_\_\_

Colour: \_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

## OPTION 2

Store: \_\_\_\_\_

Address: \_\_\_\_\_

Style: \_\_\_\_\_

Colour: \_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

*Attach any pictures you've seen or website URL's of things you like, to serve as inspiration.*

## NOTES

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# Invitation Timeline

## CHECKLIST

### PRE-WEDDING:

- Save the Date Cards Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Wedding Announcement Qty \_\_\_\_\_ \$ \_\_\_\_\_

### WEDDING INVITATION COMPONENTS:

- Outer Envelope Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Optional Inner Envelope Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Invitation Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Reception Card Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Directions/Map Card Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Response Card Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Save-The-Date Cards Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Wedding Announcement Qty \_\_\_\_\_ \$ \_\_\_\_\_

### THANK-YOU CARDS

- Shower Thank-You Cards Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Wedding Thank-You Cards Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Response Card Qty \_\_\_\_\_ \$ \_\_\_\_\_

## 9 MONTHS – 1 YEAR

- 👉 Begin working on your guest list so you will know how many wedding invites (and maybe save the dates) to eventually order (one per single adult, couple or family invited).
- 👉 Start your wedding invitation shopping so you can narrow your choices down to only your favourites. Be sure to order samples, which are usually blank, so you can personally see the paper and design.
- 👉 If you are planning to mail out save the date cards to guests, begin searching for your preferred design of them as well.

## 7–8 MONTHS

- 👉 Review sample wedding invitation verses and give some thought as to how your wording will read.
- 👉 If sending save the dates, prepare and mail them.

## 6 MONTHS

- 👉 Select your wedding invitation design and gather all the details that will be printed on them such as date, times, name and address of location(s), etc.
- 👉 Determine what invitation enclosures or extras you will also be ordering – reception cards, response cards, pre-printed return address on envelopes, direction/map cards, decorative envelope seals, coloured lining for inner envelopes, matching thank-you cards or informal notes, etc. You may also be able to order matching menu, table and place cards for your design.
- 👉 If you are including response cards, check with your dinner location to see how far in advance they need your final guest count so you can select the RSVP date that will be printed on them (typically 2–3 weeks before wedding).
- 👉 It's a good idea to send yourself one to see how they hold up through the mail.

## 4–5 MONTHS

- 👉 Finalize your wording and place your wedding invitation order. Remember to order some extras now so you won't run out if there are last-minute guests to invite and so you also have a few as keepsakes. If the option is available, order some extra envelopes just to be safe.
- 👉 Review your guest list to make sure you have current addresses for everyone.
- 👉 Consider custom wedding stamps for mailing your wedding invites. Some retailers give you the option of choosing from pre-designed wedding postage or simply uploading a photo to create your own stamp design. Have one of your ready-to-mail invitations weighed at a Post Office before you purchase any postage stamps to make sure you are using the correct amount.
- 👉 Another option for postage is vintage stamps, which you can find on different websites. Remember that you'll need a lot of them to add up to the 63 cents that most wedding invites cost to mail. If you're using a calligrapher, perhaps consider telling them that you'll need extra space along the top of your envelope to accommodate a whole row of stamps. And while you're collecting them, remember to get as many high value stamps as possible. Most vintage stamps are in the 3 – 8 cent range and if you do the math, you need a lot of those little ones to add up to the correct postage.

## 3–4 MONTHS

- 👉 Fold and/or assemble your wedding invitations, if necessary.
- 👉 Hand address mailing envelopes and write guest names on inside envelopes, if they are included.
- 👉 Purchase and apply postage stamps to the response card envelopes or response postcards, if they will be included.
- 👉 Assemble all wedding invitation pieces and insert them into already addressed envelopes.
- 👉 Take one fully assembled invitation to the Post Office to have it weighed to determine the correct amount of postage needed.
- 👉 Purchase your stamps or order custom wedding stamps with appropriate postage amount required for mailing.

## 6–8 WEEKS

- 👉 Seal the envelopes, apply postage stamps and mail them all at the same time directly at a Post Office location.

## 3–4 WEEKS

- 👉 Prepare and mail any other wedding-related invitations, rehearsal dinner, post-wedding brunch, etc.
- 👉 Keep track of the response cards as they are returned by checking off their names from your guest list.

## 2–3 WEEKS

- 👉 Contact any guests who didn't mail back their response cards.
- 👉 Provide final guest count to reception/dinner location.

# Transportation

## QUESTIONS TO ASK

When should we book? \_\_\_\_\_

How do we book the vehicles that we want? \_\_\_\_\_

What type of vehicles do you carry? \_\_\_\_\_

What wedding packages are available and what do they include? \_\_\_\_\_

Do you give a discount if we book more than one vehicle? \_\_\_\_\_

How many people does each vehicle accommodate? \_\_\_\_\_

How much is the deposit? \_\_\_\_\_

When is the balance payable? \_\_\_\_\_

What is the overtime rate if the wedding goes longer than expected? \_\_\_\_\_

What happens if a breakdown occurs? \_\_\_\_\_

Are decorations and ribbons allowed on the vehicle? Who supplies them? \_\_\_\_\_

What type of media does the vehicle supply? (CD player, MP3 player hook-up, TV etc.) \_\_\_\_\_

When should we book? \_\_\_\_\_

Are the vehicles used for other weddings on the same day, or only one wedding? \_\_\_\_\_

Are food and beverages allowed in the vehicle? \_\_\_\_\_

Is there a limit on how many stops we can make? \_\_\_\_\_

How many staff/chauffeurs are provided with the vehicle? \_\_\_\_\_

Do the chauffeurs carry umbrellas? \_\_\_\_\_

Are there any cancellation fees? \_\_\_\_\_

Can you provide references? \_\_\_\_\_

## OPTION 1

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone / E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Colour: \_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

## OPTION 2

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone / E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Colour: \_\_\_\_\_

Extras: \_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

# Caterer

## QUESTIONS TO ASK

Can you supply examples of suggested menus along with prices?  
\_\_\_\_\_

Have you worked at our reception venue previously? \_\_\_\_\_  
\_\_\_\_\_

Are there any kitchen requirements? \_\_\_\_\_  
\_\_\_\_\_

What do you charge? Are you willing to work with my budget? \_\_\_\_\_  
\_\_\_\_\_

What suggestions do you have given my needs and budget? \_\_\_\_\_  
\_\_\_\_\_

Are taxes and gratuities extra? \_\_\_\_\_  
\_\_\_\_\_

Does the cost cover set-up and cleanup? \_\_\_\_\_  
\_\_\_\_\_

Is there a minimum charge? If so, how much? \_\_\_\_\_  
\_\_\_\_\_

What are the deposit and cancellation policies? \_\_\_\_\_  
\_\_\_\_\_

How long are the staff available for? \_\_\_\_\_  
\_\_\_\_\_

Do you include a cake stand and knife if required? \_\_\_\_\_  
\_\_\_\_\_

Will you cut the cake and supply plates, forks and knife? If so, is there an extra fee for this? \_\_\_\_\_  
\_\_\_\_\_

Do you supply and serve tea and coffee? Is there an extra fee for this? \_\_\_\_\_  
\_\_\_\_\_

What is the deadline for notification regarding menu selection? \_\_\_\_\_  
\_\_\_\_\_

What is the deadline for notification regarding final guest count? \_\_\_\_\_  
\_\_\_\_\_

Do you provide linens? If so what options and how much? \_\_\_\_\_  
\_\_\_\_\_

Do you supply the dishes/cutlery? Are there different options for these? \_\_\_\_\_  
\_\_\_\_\_

Will you set up the room? \_\_\_\_\_  
\_\_\_\_\_

Will you do the wedding cake? \_\_\_\_\_  
\_\_\_\_\_

Are there different options for serving the food? (plated, family style or buffet) \_\_\_\_\_  
\_\_\_\_\_

Do you allow substitutions? \_\_\_\_\_  
\_\_\_\_\_

Are you able to handle special requests? (allergies, menu for kids etc.) \_\_\_\_\_  
\_\_\_\_\_

How many dinner options are available? \_\_\_\_\_  
\_\_\_\_\_

Do you offer seasonal or local food? \_\_\_\_\_  
\_\_\_\_\_

Will you provide a late night buffet? If yes, how much extra does it cost and what are the menu options? \_\_\_\_\_  
\_\_\_\_\_

What other services do you offer? \_\_\_\_\_  
\_\_\_\_\_

Do you provide wait staff? \_\_\_\_\_  
\_\_\_\_\_

Do you offer rentals? \_\_\_\_\_  
\_\_\_\_\_

Will there be a representative available on-site during the meal time? \_\_\_\_\_  
\_\_\_\_\_

Can you provide references? \_\_\_\_\_  
\_\_\_\_\_

# Caterer

## OPTION 1

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Cost Per Person: \_\_\_\_\_

Deposit: \_\_\_\_\_

## MENU

Soup/Salad: \_\_\_\_\_

Appetizer: \_\_\_\_\_

Main (1) : \_\_\_\_\_

\_\_\_\_\_

Main (2): \_\_\_\_\_

\_\_\_\_\_

Main (3): \_\_\_\_\_

\_\_\_\_\_

Main (4): \_\_\_\_\_

\_\_\_\_\_

Dessert: \_\_\_\_\_

Coffee/Late Night Buffet: \_\_\_\_\_

\_\_\_\_\_

## OPTION 2

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Cost Per Person: \_\_\_\_\_

Deposit: \_\_\_\_\_

## MENU

Soup/Salad: \_\_\_\_\_

Appetizer: \_\_\_\_\_

Main (1) : \_\_\_\_\_

\_\_\_\_\_

Main (2): \_\_\_\_\_

\_\_\_\_\_

Main (3): \_\_\_\_\_

\_\_\_\_\_

Main (4): \_\_\_\_\_

\_\_\_\_\_

Dessert: \_\_\_\_\_

Coffee/Late Night Buffet: \_\_\_\_\_

\_\_\_\_\_

## OPTION 3

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Cost Per Person: \_\_\_\_\_

Deposit: \_\_\_\_\_

## MENU

Soup/Salad: \_\_\_\_\_

Appetizer: \_\_\_\_\_

Main (1) : \_\_\_\_\_

\_\_\_\_\_

Main (2): \_\_\_\_\_

\_\_\_\_\_

Main (3): \_\_\_\_\_

\_\_\_\_\_

Main (4): \_\_\_\_\_

\_\_\_\_\_

Dessert: \_\_\_\_\_

Coffee/Late Night Buffet: \_\_\_\_\_

\_\_\_\_\_

## NOTES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Florist

## CHECKLIST

- Brides Bouquet \$ \_\_\_\_\_
- Throwaway Bouquet \$ \_\_\_\_\_
- Groom Boutonniere \$ \_\_\_\_\_
- Bridesmaids Bouquets Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Groomsmen Boutonnieres Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Corsages Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Flower Crowns Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Aisleways Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Ceremony Alter/Arch Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Centerpieces Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Guest Book Table/Gift Table Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Cake/Cake Table Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_
- Other \_\_\_\_\_ Qty \_\_\_\_\_ \$ \_\_\_\_\_

## QUESTIONS TO ASK YOUR FLORIST

What is your signature style and does it match mine? Romantic, modern, natural, or classic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you familiar with my ceremony and reception location? \_\_\_\_\_  
\_\_\_\_\_

Do you have photographs or samples of your work? \_\_\_\_\_  
\_\_\_\_\_

How many weddings do you do in a day? \_\_\_\_\_  
\_\_\_\_\_

What flowers will be in season for my wedding? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you offer flowers that are off season as well? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you offer extras such as feathers, candles, gems etc.? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you advise me about which colour scheme to choose? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What bouquet shape would you suggest to suit my dress? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you make up a sample arrangement before the wedding? If so, what is the fee for this? \_\_\_\_\_  
\_\_\_\_\_

Will you be designing your flowers or will it be one of your team? \_\_\_\_\_  
\_\_\_\_\_

Is working within my budget feasible? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you charge by a flat fee or per item? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a delivery fee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you require a deposit? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your contract policy? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any taxes, overtime charges, gratuities, or fees that aren't included in the contract? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If picking up the flowers, are there any special travel or storage instructions I should know about? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What time will you be at my ceremony and reception sites to do set-up? \_\_\_\_\_  
\_\_\_\_\_

Can you transport my ceremony flowers to the reception venue? \_\_\_\_\_  
\_\_\_\_\_

How long do you need to decorate the venue? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you take away the arrangements at the end? \_\_\_\_\_  
\_\_\_\_\_

Is there a discount if I supply my own vases? \_\_\_\_\_  
\_\_\_\_\_

What rental items do you have? How are they priced? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Photographer

## QUESTIONS TO ASK YOUR PHOTOGRAPHER

Are you available for our date? \_\_\_\_\_

How would you describe your photography style? \_\_\_\_\_

How would you describe your working style? Do you blend into the background or take charge and give lots of direction? \_\_\_\_\_

How many weddings have you shot? \_\_\_\_\_

Have you shot many weddings that were similar to mine in size and style? \_\_\_\_\_

Can I give you a list of specific shots we would like? \_\_\_\_\_

How many pictures will you take? \_\_\_\_\_

How far in advance do I need to book with you? \_\_\_\_\_

How far will you travel to a wedding before charging a travel fee? \_\_\_\_\_

Is the work that I am seeing all yours and only yours or is it a compilation of work from more than one photographer? \_\_\_\_\_

Do your packages include one or two photographers and is there an extra fee for a second photographer? \_\_\_\_\_

How many and what kind of cameras do you use? Do you have back-up equipment if something breaks? \_\_\_\_\_

Are you flexible in the timeline? \_\_\_\_\_

What timeline would you suggest? \_\_\_\_\_

Do you require dinner? \_\_\_\_\_

How will you and your assistants be dressed? \_\_\_\_\_

If my event lasts longer than expected, will you stay? Is there an additional charge? \_\_\_\_\_

Do you charge a fee if the wedding and reception are in more than one location? What if we want to go to a third location for pictures? Is there a charge for this? \_\_\_\_\_

What happens if on the day of the wedding you are unavailable? \_\_\_\_\_

Do you offer a website and CD of my images? If so, is this included in the packages or this is an extra fee? \_\_\_\_\_

If you don't have a package that works for me, would you be willing to try and customize one that suits my specific needs and is within my budget? \_\_\_\_\_

Is unlimited coverage included in your packages or is there an extra fee for all day coverage? \_\_\_\_\_

Is the engagement session included? \_\_\_\_\_

Are albums or prints included in the package? \_\_\_\_\_

Do you offer high-res images or just prints? \_\_\_\_\_

Is colour and black and white photography included, or is there an extra fee for it? \_\_\_\_\_





# Cake

## QUESTIONS TO ASK YOUR BAKER

How much experience do you have making wedding cakes, and will you be the one doing the baking exclusively, or will you have assistance? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a portfolio? \_\_\_\_\_  
\_\_\_\_\_

Do you do cupcakes and other desserts? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you provide references? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can I schedule a tasting? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What flavours/fillings do you offer? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When are you planning on baking the cake? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you offer artificial/show cakes? \_\_\_\_\_  
\_\_\_\_\_

Will you provide sheet cakes? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What rentals do you have available? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Am I required to provide a cake stand? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can I bring in my own flowers/cake topper? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you decorate with fresh flowers? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you deliver? Set-up? Is there a charge with this? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How far ahead do I need to order my cake? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would the total cost of the cake be, and do you charge additional fees for any decorations? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your policy on returning extras such as the cake toppers, and what if something is damaged? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you offer tastings? Is there a fee for this? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you lend, rent or sell cake knives? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much cake should I order? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the cost per serving? \_\_\_\_\_

How much of a deposit do you require? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When is the balance due? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you provide a written contract for me to sign outlining the costs and details of the cake? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CAKE DETAILS

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Cake Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tasting Date & Time: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

