



The Dream Wedding Blueprint™

WELCOME

Planning your dream wedding is an exciting process! This guide is designed to help you navigate the process by providing step-by-step instructions to ensure your wedding is a success. This blueprint includes valuable advice and insider tips to make your big day unforgettable.

1. Set Your Budget
2. Choose a Date and Venue
3. Assemble Your Team
4. Determine Guest List
5. Select Theme and Style
6. Book Key Services
7. Create a Detailed Timeline
8. Design Invitations
9. Plan Ceremony and Reception
10. Arrange Guest Accommodations
11. Select Attire
12. Finance Monies and Decor
13. Organize Transportation
14. Confirm Details and Rehearsals

The Dream Wedding Blueprint

Your Exclusive Step-by-Step Planning System with Insider Tips to Create the Celebration You've Always Imagined

Welcome

You're not just planning a wedding, you're creating the day you've dreamed about your entire life. A day filled with joy, connection, and moments you'll remember forever.

But here's the truth most couples discover too late:

Even the most beautiful weddings can be overshadowed by stress, confusion, and costly mistakes when there's no clear plan.

That's why I created **The Dream Wedding Blueprint**.

This isn't a one-size-fits-all checklist you could find online.

It's a proven, step-by-step process that ensures every decision you make supports your vision, your priorities, and your budget.

What Makes This Blueprint Different

- **Built From Real Weddings:** Developed from 40+ years of firsthand experience at over 3,000 weddings.
- **Order That Works:** Follow the steps in sequence, and you'll always make the *right* decision at the *right* time.
- **Insider Tips:** Little-known strategies that protect you from the mistakes most couples never see coming.
- **Your Vision, Your Way:** This blueprint adapts to *your* dream day, no matter the size, style, or traditions.

How to Use It

1. **Start at Step 1** — Don't skip ahead. Each step builds on the last.
2. **Complete the Worksheets** — Fill in your answers so every vendor knows exactly what matters most to you.
3. **Use the Insider Tips** — These are your confidence boosters, the same advice I'd give my own family if they were planning a wedding.
4. **Bring It to Our Consultations** — I'll help you fine-tune your plan, avoid hidden pitfalls, and maximize your results.

Your 14-Step Journey

1. Foundation & Vision
2. Guest Framework
3. Venue(s) & Core Vendors
4. Contingency Planning
5. Design, Décor & Rentals
6. Attire & Beauty
7. Guest Communication
8. Ceremony Details
9. Reception Details
10. Accessibility & Guest Comfort
11. Pre- & Post-Wedding Events
12. Final Countdown
13. Wedding Day
14. After the Wedding

When you follow **The Dream Wedding Blueprint**, you'll never feel lost or overwhelmed. Instead, you'll feel **calm, confident, and in control**, free to focus on what truly matters: **Celebrating your love with the people who mean the most.**

As a Hall of Fame Wedding DJ & MC who has helped over 3,000 couples create unforgettable celebrations, I know how to keep your guests engaged and your day stress-free.

If you'd like me to help you do the same, I offer a [complimentary, no-obligation 30-minute needs analysis call](#) to explore your vision and create a personalized wedding day plan.

— **Robert Walk**
Creator of **The Dream Wedding Blueprint**

Step 1 – Foundation & Vision

Goal: Set the direction so every decision supports your dream day and budget.

 **Insider Tip:** Don't book *anything* until this step is complete.

1. Define wedding vision, style, and guest experience priorities (must-haves vs. nice-to-haves).
2. Identify cultural or religious traditions that will influence your ceremony and reception.
3. Set your overall budget, break it down by category, and include a 5–10% contingency fund.
4. Choose your target date(s) or season.
5. Create a planning timeline with monthly milestones.

Here's a **comprehensive questionnaire/form** that you can fill out to complete **Step 1 – Foundation & Vision** before booking anything.

It's easy to answer, and it gives you **everything you need** to guide you confidently through the rest of your planning.

Wedding Foundation & Vision Questionnaire

(Complete before booking any venue or vendor)

Section 1 – Your Wedding Vision & Style

1. How do you want your wedding day to feel?

(Choose as many as apply, or add your own)

- Romantic
- Elegant/Formal
- Fun & Lively
- Relaxed/Casual
- Luxurious
- Rustic/Outdoorsy
- Cultural/Traditional
- Modern/Minimalist
- Whimsical/Playful
- Other: _____

2. What kind of atmosphere do you want your guests to experience?

- Sophisticated celebration
- Joyful party with dancing all night
- Sentimental & emotional
- Family-focused gathering
- Adventure/unique experience
- Other: _____

3. What are your *must-haves*? (*Things you can't imagine your wedding without*)

4. What are your *nice-to-haves*? (*Things you'd like but could live without if budget required*)

Section 2 – Cultural & Religious Traditions

1. Are you incorporating any cultural, faith-based, or family traditions?

Yes – describe below:

2. If yes, which part(s) of the wedding will they influence?

- Ceremony
- Reception
- Pre-wedding events (e.g., Mehndi, Sangeet, rehearsal dinner)
- Other: _____

3. Do these traditions have specific timing, attire, music, or décor requirements?

Section 3 – Budget Planning

1. What is your total wedding budget?

\$ _____

2. Allocate approximate percentages or amounts to each category:

Category	Amount or %	Notes
Venue & Catering		
Photography & Videography		
Entertainment/DJ/Band		
Attire & Accessories		
Floral & Décor		
Rentals (tables, chairs, etc)		
Stationery & Printing		
Transportation		
Officiant & Ceremony Costs		
Hair & Makeup		
Favors & Gifts		

Wedding Planner/ Coordinator		
Miscellaneous		
Contingency (5-10%)		

3. Are you open to reallocating funds between categories if priorities shift?

- Yes
- No

Section 4 – Date & Season

1. Desired Wedding Date(s) or Season:

- Exact date: _____
- Month/Year: _____
- Season: Winter Spring Summer Fall

2. Are you flexible with your date?

- Yes – open to multiple options
- No – fixed date for personal reasons

3. Are there any blackout dates due to holidays, family events, or other conflicts?

Section 5 – Preliminary Planning Timeline

1. How much time do you have until your wedding day?

- Less than 6 months
- 6–12 months
- 12–18 months
- 18+ months

2. Major milestones you already have in mind:

3. Monthly milestones (we will fill these in together based on your date):

Month Before Wedding	Major Goals/Tasks
12 Months Out	
11 Months Out	
10 Months Out	
9 Months Out	
8 Months Out	
7 Months Out	
6 Months Out	
5 Months Out	

4 Months Out	
3 Months Out	
2 Months Out	
1 Month Out	
Wedding Week	

Signature

By completing this form, we've established the foundation for your wedding plan so every decision moving forward is aligned with your vision, budget, and priorities.

Bride/Partner Name: _____ Date: _____

Groom/Partner Name: _____ Date: _____

Step 2 – Guest Framework Before Venue

Goal: Avoid the #1 venue mistake, choosing a space too small or too big.

 **Insider Tip:** Build your *maximum* guest list before venue tours.

1. Draft your **A-List** (must invite) and **B-List** (invite if budget/space allows).
2. Consider dinner style (plated, buffet, cocktail) to determine space needs.
3. Collect mailing addresses or emails for invites.

This will give you the clarity to avoid the #1 venue mistake.

Guest Framework Questionnaire

(Complete before venue tours)

Step Goal

Avoid the #1 venue mistake – choosing a space too small or too big.

 **Insider Tip:** Build your *maximum* guest list before venue tours.

Section 1 – A-List & B-List Guests

1. A-List (Must-Invite Guests)

These are your closest family, friends, and VIP guests you cannot imagine your day without.

Guest Name	Relationship	Attending Ceremony?	Attending Reception?
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe

		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe

Add more rows as needed.

2. B-List (Nice-to-Invite Guests)

These are guests you'd like to invite if budget and space allow.

Guest Name	Relationship	Attending Ceremony?	Attending Reception?
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe

3. Estimated Guest Totals

- A-List Total: _____
- B-List Total: _____
- Combined Total (Max Capacity Needed): _____

Section 2 – Dinner Style & Space Requirements

1. Preferred Dinner Style:

- Plated Dinner (requires more space per guest for service)
- Buffet
- Family Style
- Cocktail Reception (standing + high-top tables)

2. Any special considerations?

- Children attending
- Wheelchair/stroller accessibility
- Guests with dietary restrictions

Details: _____

Section 3 – Contact Information Collection

1. Collect guest addresses/emails for invitations

Tip: Having this early helps with save-the-dates, formal invitations, and seating chart prep.

Guest Name	Email Address	Mailing Address	Phone Number

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Section 4 – Notes & Priorities

List any venue-related priorities this guest list creates (e.g., wheelchair access, large dance floor, kid-friendly areas):

Step 3 – Venue(s) & Core Vendors

Goal: Secure your date and most in-demand vendors first.

 **Insider Tip:** Confirm venue weather plan, vendor access times, and precisely what's included before signing.

1. Book ceremony venue (and officiant).
2. Book reception venue (same or different).
3. Secure high-priority vendors:
 - Photographer/videographer
 - DJ/MC or live band
 - Caterer (if not included)

This questionnaire/form helps you secure your date and top vendors *strategically*, avoiding costly surprises.

Venue(s) & Core Vendors Questionnaire

(Complete before signing any contracts)

Step Goal

Secure your date and most in-demand vendors first.

 **Insider Tip:** Confirm venue weather plan, vendor access times, and precisely what's included before signing.

Section 1 – Ceremony Venue

1. Ceremony Venue Name: _____

2. Location/Address: _____

3. Capacity: _____

4. Date(s) Available: _____

5. Is the officiant included?

Yes – Name: _____

No – We will book separately

6. What's included in the venue rental?

Chairs Altar/arch Sound system/microphones On-site coordinator

Dressing room Parking Other: _____

7. Ceremony start time & duration: _____

8. Weather contingency plan:

- Indoor backup space
- Tent option
- Other: _____

Section 2 – Reception Venue

1. Reception Venue Name: _____

2. Location/Address: _____

3. Capacity: _____

4. Date(s) Available: _____

5. Is catering included?

Yes — Menu options: _____

No — Outside caterers allowed? Yes No

6. What's included in the venue rental?

Tables/chairs Linens Dance floor Sound system Lighting

On-site coordinator Parking Setup/teardown staff

Other: _____

7. Venue access times for setup: Start _____ End _____

8. Venue access times for teardown: Start _____ End _____

9. Noise restrictions or curfew: _____

Section 3 – High-Priority Vendors

(These book up quickly — secure them immediately after confirming your venue.)

1. Photographer/Videographer

- Business Name: _____
- Contact Person: _____
- Package Selected: _____
- Deposit Paid: \$_____ Date: _____

2. DJ/MC or Live Band

- Business Name: _____
- Contact Person: _____
- Package Selected: _____
- Deposit Paid: \$_____ Date: _____

3. Caterer (if not included with venue)

- Business Name: _____
- Contact Person: _____
- Menu/Package Selected: _____
- Deposit Paid: \$_____ Date: _____

 **Bonus Insider Tip:** Entertainment is one of the top three elements your guests will remember most. If you want your celebration to feel seamless and unforgettable, [let's talk](#) about how my DJ & MC services can help bring your vision to life.

Section 4 – Contract & Confirmation Checklist

Before signing, have you:

- Reviewed cancellation policy for venue and each vendor?
- Confirmed weather backup plan?
- Verified load-in/load-out times work for your décor & entertainment setup?
- Checked for hidden fees (service charges, overtime, corkage, cleanup)?
- Got all promises in writing?

Step 4 – Contingency Planning

Goal: Protect your day from the unexpected.

 **Insider Tip:** Ask every vendor what happens if they can't perform.

1. Identify backup vendors (especially for key roles like DJ, officiant, photographer).
2. Arrange weather contingency plans (tent rentals, indoor options).
3. Plan for power backup if needed (generators).

The **Contingency Planning** questionnaire/form gives you a rock-solid backup plan in place for vendors, weather, and other unexpected issues.

Contingency Planning Worksheet

(Complete as soon as your venue and key vendors are booked)

Step Goal

Protect your wedding day from the unexpected.

 **Insider Tip:** Ask every vendor what happens if they can't perform.

Section 1 – Vendor Backup Plans

1. DJ/MC or Band

- Primary Vendor: _____
- Backup Plan Provided by Vendor: Yes No
- If no, who is your backup? _____

2. Photographer/Videographer

- Primary Vendor: _____

- Backup Plan Provided by Vendor: Yes No
- If no, who is your backup? _____

3. Officiant

- Primary Vendor: _____
- Backup Plan Provided by Vendor: Yes No
- If no, who is your backup? _____

4. Caterer

- Primary Vendor: _____
- Backup Plan Provided by Vendor: Yes No
- If no, who is your backup? _____

5. Florist/Décor

- Primary Vendor: _____
- Backup Plan Provided by Vendor: Yes No
- If no, who is your backup? _____

Section 2 – Weather Contingency

1. Is your ceremony outdoors? Yes No

- Is indoor backup space available? Yes No
- Tent rental option available? Yes No
- Additional cost for backup plan? \$_____

2. Is your reception outdoors? Yes No

- Is indoor backup space available? Yes No
- Tent rental option available? Yes No
- Additional cost for backup plan? \$_____

3. Weather-specific needs:

- Heaters for cold weather
- Fans/misters for heat
- Covered walkways for rain
- Other: _____

Section 3 – Power & Technical Backup

1. Does your venue have backup power? Yes No

- Is there a generator on-site? Yes No
- If no, rental required? Yes No

2. Who is responsible for providing the generator if needed?

- Venue DJ/Band Couple Other: _____

Section 4 – Emergency Contact List

(Include names, roles, and cell numbers for day-of emergencies)

Name	Role	Phone Number

Section 5 – Communication Plan

If weather or vendor issues occur:

- Who will notify vendors? _____
- Who will notify guests? _____
- How will notifications be sent? Call Text Email Social Media

Step 5 – Design, Décor & Rentals

Goal: Bring your wedding vision to life visually and emotionally.

 **Insider Tip:** Only book décor and rentals after you have exact venue specs.

1. Choose colors, style, or theme.
2. Meet with a floral designer for bouquets, ceremony, and reception pieces.
3. Reserve rentals (tables, chairs, linens, lighting, tent if outdoors).
4. Plan signage, escort cards, and a seating chart.

The **Design, Décor & Rentals** questionnaire/form allows you to lock in your wedding look and feel while making sure every element fits your venue and budget.

Design, Décor & Rentals Worksheet

(Complete after booking your venue but before committing to specific décor items)

Step Goal

Bring your wedding vision to life visually and emotionally.

 **Insider Tip:** Only book décor and rentals after you have exact venue specs.

Section 1 – Wedding Style & Theme

1. Which best describes your desired style?

- Romantic
- Elegant/Formal
- Rustic/Outdoor
- Modern/Minimalist
- Vintage

- Whimsical/Playful
- Cultural/Traditional
- Other: _____

2. Colors/Palette: _____

3. Three words to describe the *feel* of your wedding:

- 1.
- 2.
- 3.

Section 2 – Floral Design

1. Ceremony Florals (check all that apply)

- Altar/arch arrangements
- Aisle markers
- Entryway arrangements
- Other: _____

2. Reception Florals (check all that apply)

- Centerpieces (low)
- Centerpieces (tall)
- Sweetheart table arrangements
- Cake flowers
- Other: _____

3. Personal Florals (check all that apply)

- Bridal bouquet
- Bridesmaids' bouquets
- Boutonnieres
- Flower girl petals
- Corsages

Section 3 – Rentals

1. Ceremony Rentals

- Chairs
- Aisle runner
- Arch/structure
- Sound system/microphones

2. Reception Rentals

- Tables
- Chairs
- Linens

- Chargers/plates
- Glassware
- Flatware
- Dance floor
- Lighting (uplights, string lights, chandeliers)

Section 4 – Décor Elements

1. Signage (check all that apply)

- Welcome sign
- Seating chart
- Escort cards/place cards
- Table numbers/names
- Menu signs/cards

2. Other Décor

- Candle holders/lanterns
- Draping/backdrops
- Lounge furniture
- Photo booth backdrop
- Specialty props (neon signs, thematic pieces)

Section 5 – Venue Fit & Restrictions

1. Have you confirmed all décor and rentals fit the venue space?

- Yes
- No

2. Any venue restrictions?

- Open flames not allowed
- Real petals not allowed
- Confetti/sparklers prohibited
- Other: _____

Section 6 – Vendor Details

Floral Designer: _____

Contact: _____

Proposal Approved: Yes No

Rental Company: _____

Contact: _____

Proposal Approved: Yes No

Step 6 – Attire & Beauty

Goal: Look and feel your best with time for fittings.

 **Insider Tip:** Order attire early — dresses/suits can take 6–8 months.

1. Choose wedding party members.
2. Shop for dresses, tuxedos, or suits.
3. Schedule alterations.
4. Select wedding party attire.
5. Book hair and makeup (with trials).

Attire & Beauty Worksheet

(Complete soon after booking your venue to allow for shopping, ordering, and alterations)

Step Goal

Look and feel your best with time for fittings.

 **Insider Tip:** Order attire early — dresses and suits can take 6–8 months to arrive, plus time for alterations.

Section 1 – Wedding Party Members

1. Names and Roles:

Name	Role	Contact Info

Section 2 – Wedding Attire

1. Couple's Attire

• Partner 1

Style/Designer Preference: _____

Estimated Budget: \$_____

Accessories Needed: Veil Shoes Jewelry Other: _____

• Partner 2

Style/Designer Preference: _____

Estimated Budget: \$_____

Accessories Needed: Tie/Bow Tie Shoes Cufflinks Other: _____

2. Wedding Party Attire

Role	Style/Color	Provided By	Accessories
Bridesmaids		<input type="checkbox"/> Couple <input type="checkbox"/> Self	
Groomsmen		<input type="checkbox"/> Couple <input type="checkbox"/> Self	
Flower Girl		<input type="checkbox"/> Couple <input type="checkbox"/> Self	

Ring Bearer	<input type="checkbox"/> Couple <input type="checkbox"/> Self
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Section 3 – Alterations

- Alterations Company/Seamstress: _____
- First Fitting Date: _____
- Second Fitting Date: _____
- Final Fitting/Pick-Up Date: _____

Section 4 – Hair & Makeup

1. Hair Stylist(s): _____

Trial Date: _____

Wedding Day Arrival Time: _____

2. Makeup Artist(s): _____

Trial Date: _____

Wedding Day Arrival Time: _____

3. Services Needed for:

- Partner 1
- Partner 2
- Entire Wedding Party
- Parents/Family

Section 5 – Special Considerations

- Cultural/Religious attire elements required (specify): _____
- Weather-related attire needs (e.g., shawls, umbrellas): _____
- Comfort items (flip-flops for dancing, extra undershirts): _____

Step 7 – Guest Communication

Goal: Keep guests informed and excited without confusion.

 **Insider Tip:** Send invites only after confirming all logistics (start time, parking, transportation).

1. Create a wedding website with registry and travel info.
2. Send save-the-dates (6–12 months out).
3. Send invitations (8–12 weeks out).
4. Plan guest favors or welcome bags.

Here's your **Guest Communication** questionnaire/form so you can stay organized with all guest-facing details, from the wedding website to invitations and RSVPs.

Guest Communication Worksheet

(Complete before sending any save-the-dates or invitations)

Step Goal

Keep guests informed and excited without confusion.

 **Insider Tip:** Send invites only after confirming all logistics (start time, parking, transportation).

Section 1 – Wedding Website

Website URL: _____

Who is responsible for updates? _____

Website Sections to Include:

- Our Story
- Event Details (date, time, location)
- Travel & Accommodation Info
- Wedding Registry
- RSVP Form or Link
- Dress Code
- Contact Info
- Other: _____

Section 2 – Save-the-Dates

1. Planned Send Date: _____ (Recommended: 6–12 months before wedding)

2. Format:

- Printed Cards
- Digital/Email
- Both

3. Guest List for Save-the-Dates:

- All guests on A-List
- All guests (A-List + B-List)

Section 3 – Invitations

1. Planned Send Date: _____ (Recommended: 8–12 weeks before wedding)

2. RSVP Deadline: _____

3. Format:

- Printed
- Digital
- Both

4. Invitation Components:

- Outer Envelope
- Invitation Card

- RSVP Card + Return Envelope
- Reception Card
- Directions/Map
- Accommodation Card
- Other: _____

Section 4 – RSVP Tracking

Method:

- Wedding Website Form
- Email
- Phone/Text
- Mail-In Card

Tracking Spreadsheet Link/Location: _____

Columns to Track:

- Guest Name
- Attending Ceremony (Yes/No)
- Attending Reception (Yes/No)
- Number Attending
- Meal Choice (if applicable)
- Dietary Restrictions
- Accommodation Needs
- Transportation Needs

Section 5 – Guest Favors or Welcome Bags

1. Will you be providing these? Yes No

2. For which guests?

- All guests
- Out-of-town guests
- Wedding party only

3. Contents:

4. Who will assemble/distribute? _____

Step 8 – Ceremony Details

Goal: Make your ceremony personal, meaningful, and smooth.

 **Insider Tip:** Coordinate ceremony timing with photographer and DJ for a seamless transition.

1. Plan structure (vows, readings, music, rituals).
2. Arrange seating and reserved signs.

3. Acquire a marriage license (follow local timing rules).

Here's the **Ceremony Details** questionnaire/form so you can design a meaningful, well-organized ceremony that flows smoothly from start to finish.

Ceremony Details Worksheet

(Complete before finalizing ceremony music, décor, and seating)

Step Goal

Make your ceremony personal, meaningful, and smooth.

 **Insider Tip:** Coordinate ceremony timing with photographer and DJ for a seamless transition.

Section 1 – Ceremony Overview

1. Ceremony Date & Start Time: _____

2. Estimated Length: _____ minutes

3. Officiant Name & Contact Info: _____

4. Type of Ceremony:

- Religious
- Civil
- Interfaith
- Cultural/Traditional
- Other: _____

Section 2 – Structure & Order of Events

(Check all that apply and number in order)

- Processional
- Welcome/Opening Remarks
- Readings/Prayers
- Special Ritual (Unity Candle, Sand Ceremony, Handfasting, etc.)
- Vows (traditional, personal, hybrid)
- Exchange of Rings
- Pronouncement of Marriage
- Recessional
- Other: _____

Section 3 – Music Selections

Processional Song(s): _____

Interlude/Special Moment Song(s): _____

Recessional Song: _____

Musician/DJ/Band Contact: _____

The right music creates the emotion you want your guests to feel the moment they arrive. I can help you select and time every song perfectly so it matches your vision and flows seamlessly from start to finish.

Let me show you how, please select a date and time to [get on Zoom call with me.](#)

Section 4 – Readings & Speakers

1. Reading Titles/Authors: _____

2. Reader Names & Contact Info: _____

Section 5 – Rituals or Traditions

Special Elements:

Religious rite (describe): _____

Cultural tradition (describe): _____

Family tradition (describe): _____

Materials Needed: _____

Section 6 – Décor & Setup

1. Ceremony Décor Elements:

Altar/arch

Aisle runner

Floral arrangements

Chair décor/pew markers

Other: _____

2. Setup Time Allowed by Venue: _____

Section 7 – Seating Plan

1. Reserved Seating:

Parents of couple

Grandparents

Special guests

2. Guest Side Assignment:

Traditional (bride/groom sides)

Mixed/open seating

Section 8 – Marriage License

1. Application Date: _____

2. Expiration Date: _____

3. Witnesses Required: Yes No

4. Who will bring it on the day? _____

Step 9 – Reception Details

Goal: Create a reception that flows naturally and keeps guests engaged.

 **Insider Tip:** Build your timeline with vendor input to avoid rushed or awkward gaps.

1. Finalize the reception order of events.
2. Confirm menu and catering details.
3. Choose playlists and special songs with the DJ/band.
4. Select cake/desserts.
5. Arrange late-night snacks.

Here's your **Reception Details** questionnaire/form so you can plan your celebration timeline, memorable moments, and logistical needs from start to finish.

Reception Details Worksheet

(Complete before finalizing catering, entertainment, and décor)

Step Goal

Create a reception that flows naturally and keeps guests engaged.

 **Insider Tip:** Build your timeline with vendor input to avoid rushed or awkward gaps.

Section 1 – Reception Overview

1. Reception Venue Name & Address: _____

2. Start Time: _____ End Time: _____

3. Estimated Number of Guests: _____

4. Reception Style:

- Plated Dinner
- Buffet
- Family Style
- Cocktail Reception
- Other: _____

Section 2 – Reception Timeline

Time	Event/Activity	Who's Involved / Responsible
	Guest Arrival / Cocktail Hour	
	Grand Entrance	
	First Dance	

	Parent Dances	
	Welcome Toast / Blessing	
	Dinner Service Begins	
	Toast & Speeches	
	Cake Cutting	
	Bouquet/Garter Toss or Alternative	
	Open Dancing	
	Late-Night Snack	
	Grand Exit	

A professional MC and DJ ensures every moment flows smoothly, from your grand entrance to your last dance. My couples often say it's the one decision that made the most significant difference in their guests' experience.

 [**Schedule Your Complimentary, No-Obligation Needs Analysis Call**](#)

Section 3 – Music & Entertainment

1. DJ/Band Name & Contact: _____

2. Special Song Choices:

- Grand Entrance: _____
- First Dance: _____
- Parent Dances: _____
- Cake Cutting: _____
- Last Song: _____

3. Interactive Elements:

- Photo booth
- Dance floor games
- Cultural performances
- Other: _____

Section 4 – Catering & Bar

1. Caterer Name & Contact: _____

2. Menu Type:

- Plated
- Buffet
- Food Stations
- Family Style

3. Special Dietary Accommodations: _____

4. Bar Service:

- Open Bar
- Limited Bar

- Cash Bar
- Signature Cocktails: _____

Section 5 – Décor & Layout

1. Table Arrangement:

- Banquet Style
- Round Tables
- Mixed Layout
- Other: _____

2. Special Tables:

- Sweetheart Table
- Head Table
- Family Tables
- Gift Table
- Dessert Table

3. Décor Elements:

- Centerpieces
- Lighting (uplights, string lights, chandeliers)
- Backdrops/Draping
- Other: _____

Section 6 – Vendor Access & Logistics

1. Setup Start Time: _____

2. Teardown End Time: _____

3. Parking or Load-In Instructions: _____

4. Venue Restrictions:

- Noise curfew at: _____
- Open flame restrictions
- Décor restrictions
- Other: _____

Step 10 – Accessibility & Guest Comfort

Goal: Ensure all guests can enjoy the day fully.

 **Insider Tip:** Walk through the venue from a guest's perspective.

1. Provide ramps or alternate seating for elderly/disabled guests.
2. Ensure adequate climate control (heating/cooling).
3. Provide shaded areas for outdoor events.

Here's the **Accessibility & Guest Comfort** questionnaire/form so you can ensure every guest has an enjoyable, safe, and inclusive experience.

Accessibility & Guest Comfort Worksheet

(Complete during venue selection and revisit before final guest count)

Step Goal

Ensure all guests can enjoy the day fully.

 **Insider Tip:** Walk through the venue from a guest's perspective.

Section 1 – Guest Accessibility Needs

1. Do you have guests who may require accessibility accommodations?

Yes No

If yes, list their names/needs:

2. Accessibility Features Needed:

Wheelchair ramps

Elevator access

Ground-level entrances

Accessible restrooms

Reserved accessible seating

Other: _____

Section 2 – Transportation & Parking

1. Will transportation be provided for guests?

Yes No

If yes:

• Provider Name: _____

• Type of Transport: Shuttle Bus Golf Carts Other: _____

2. Parking Details:

• Accessible parking spaces available? Yes No

• Valet parking? Yes No

• Drop-off zone for mobility assistance? Yes No

Section 3 – Climate & Weather Comfort

1. Outdoor Ceremony or Reception? Yes No

If yes:

• Shade or shelter provided? Yes No

• Fans or misters for heat? Yes No

• Heaters for cold weather? Yes No

2. Rain Plan Details:

Section 4 – Guest Comfort Amenities

- Welcome drinks on arrival
- Water stations throughout venue
- Restroom attendants or extra facilities
- Coat check service
- Child-friendly areas/play space
- Quiet area for sensory-sensitive guests
- Nursing/changing area for infants

Section 5 – Special Considerations

List any additional comfort or inclusion needs:

Step 11 – Pre- & Post-Wedding Events

Goal: Celebrate without overextending budget or energy.

 **Insider Tip:** Keep focus on the main event and avoid event fatigue.

- Engagement party
- Bridal shower
- Bachelor/bachelorette parties
- Rehearsal dinner
- Post-wedding brunch

Here's the **Pre- & Post-Wedding Events** questionnaire/form so you can plan all surrounding celebrations in a way that enhances, rather than overshadows, the main event.

Pre- & Post-Wedding Events Worksheet

(Complete after the main wedding date and budget are set)

Step Goal

Celebrate without overextending budget or energy.

 **Insider Tip:** Keep focus on the main event and avoid event fatigue.

Section 1 – Planned Events

Check all that apply and add details:

Engagement Party

- Date: _____

- Location: _____
- Host: _____

Bridal Shower

- Date: _____
- Location: _____
- Host: _____

Bachelor Party

- Date: _____
- Location: _____
- Host: _____

Bachelorette Party

- Date: _____
- Location: _____
- Host: _____

Rehearsal

- Date: _____
- Location: _____

Rehearsal Dinner

- Date: _____
- Location: _____
- Host: _____

Post-Wedding Brunch

- Date: _____
- Location: _____
- Host: _____

Other Celebration: _____

- Date: _____
- Location: _____

Section 2 – Budget Allocation

Total Budget for Pre- & Post-Wedding Events: \$_____

Estimated Cost per Event:

Event	Estimated Cost	Notes
Engagement Party		
Bridal Shower		
Bachelor Party		
Bachelorette Party		
Rehearsal Dinner		
Post-Wedding Brunch		
Other		

Section 3 – Guest Lists

Will all events include the full wedding guest list?

Yes

No – Explain: _____

Special invitees not on wedding guest list:

Section 4 – Logistics & Hosting

1. Who is organizing each event?

2. Who is covering costs for each event?

Couple

Family

Wedding Party

Friends

Other: _____

Step 12 – Final Countdown (4–6 Weeks Out)

Goal: Lock in all details for a stress-free wedding day.

 **Insider Tip:** Assign one point-of-contact so vendors don't bother you during the event.

1. Confirm vendor arrival/setup times.
2. Finalize and distribute the timeline.
3. Pay final balances and prepare tips.
4. Pack an emergency kit.
5. Break in wedding shoes.

Here's the **Final Countdown (4–6 Weeks Out)** questionnaire/form so you can confirm every last detail, make payments, and hand off responsibility for a smooth, stress-free wedding day.

Final Countdown (4–6 Weeks Out) Worksheet

(Complete 1 month before the wedding and update weekly until the event)

Step Goal

Lock in all details for a stress-free wedding day.

 **Insider Tip:** Assign one point-of-contact so vendors don't bother you during the event.

Section 1 – Vendor Confirmations

1. Vendor Arrival & Setup Times

Vendor	Arrival Time	Setup Complete By	Contact Name & Number
Venue			
Officiant			
Photographer			
Videographer			
DJ/Band			
Caterer			
Florist			
Rental Company			
Transportation Provider			

2. Teardown/Load-Out Times:

Section 2 – Final Timeline

Attach or write final wedding day schedule here:

Has the final timeline been shared with:

- Vendors
- Wedding Party
- Venue Coordinator
- Planner/Point-of-Contact

Section 3 – Payments & Gratuities

1. Final Balances Owed:

Vendor	Amount Due	Due Date	Paid On

2. Gratuity Envelopes Prepared?

- Yes
- No

Who Will Distribute? _____

Section 4 – Emergency Kit Contents

- Sewing kit
- Safety pins
- Stain remover
- Fashion tape
- Pain relievers
- Tissues

- Snacks & water
- Mints/gum
- Extra makeup/hair spray
- Other: _____

Section 5 – Wedding Attire Check

- All attire picked up from alterations
- Shoes broken in
- Accessories packed
- Extra undergarments/hosiery

Section 6 – Point-of-Contact Details

Name: _____

Role: Planner Coordinator Trusted Friend/Family

Phone Number: _____

Responsibilities:

- Coordinate vendor arrivals
- Manage timeline cues
- Handle last-minute changes/issues
- Field questions from guests/vendors

Step 13 – Wedding Day

- Coordinator cues events.
- Vendors follow the timeline.
- Couple enjoys the day — no work, just celebration.

A **Wedding Day Worksheet** can help you (and your coordinator) have all key info in one place.

Wedding Day Worksheet

(You can give this to your coordinator or point-of-contact before the wedding)

Step Goal

Ensure the day flows smoothly so the couple can relax and enjoy every moment.

 **Insider Tip:** Your job today is to be present — let your coordinator handle the rest.

Section 1 – Key Contacts

Name	Role	Phone Number

Coordinator/Planner		
Venue Manager		
Photographer		
Videographer		
DJ/MC/Band Leader		
Caterer/Banquet Mgr		
Florist		
Transportation		
Other:		

Section 2 – Final Timeline Overview

Ceremony Start Time: _____

Reception Start Time: _____

Grand Exit Time: _____

Attach or paste final timeline here:

Section 3 – Special Announcements or Cues

- Grand Entrance order and names written out for MC/DJ
- Cue for first dance song: _____
- Cue for parent dances: _____
- Cue for cake cutting: _____
- Cue for grand exit: _____

Section 4 – Emergency Plan

Weather Changes: _____

Backup Location: _____

Who Decides? _____

Section 5 – Personal Items Checklist

- Rings
- Marriage License
- Vows (if written)
- Personal Toast/Speech Notes
- Change of Shoes/Clothes
- Touch-Up Kit (makeup, hair, lint roller)
- Other: _____

Section 6 – End-of-Night Responsibilities

Who will handle:

- Gift table: _____
- Card box: _____
- Leftover food/cake: _____
- Décor items: _____
- Rental returns: _____

Step 14 – After the Wedding

Goal: Close out your wedding with gratitude and organization.

 **Insider Tip:** Schedule these before the honeymoon so they aren't forgotten.

1. Send thank-you notes.
2. Leave vendor reviews.
3. Return rentals.
4. Preserve dress/bouquet.
5. Handle name change paperwork (if applicable).
6. Follow up to receive final photo/video edits.

Here's your **After the Wedding** questionnaire/form so you can wrap up your celebration with gratitude, organization, and proper follow-up with vendors.

After the Wedding Worksheet

(Complete within 2–4 weeks after the wedding)

Step Goal

Close out your wedding with gratitude and organization.

 **Insider Tip:** Schedule these before the honeymoon so they aren't forgotten.

Section 1 – Thank-You Notes

1. List of Gift Givers & Notes Sent

Guest Name	Gift Received	Date Thank-You Sent

2. Notes Sent To:

- Guests
- Vendors
- Venue Staff

- Planner/Coordinator
- Wedding Party

Section 2 – Vendor Reviews & Testimonials

1. Vendors Reviewed:

Vendor Name	Platform Reviewed (The Knot, WeddingWire, Google, etc.)	Date Submitted

2. Testimonials Written for Outstanding Vendors:

Section 3 – Returns & Pickups

- Rental items returned (tables, chairs, linens, lighting)
- Décor picked up from venue
- Leftover alcohol/food collected
- Formalwear returned (if rented)

Section 4 – Preservation

- Wedding dress cleaned and preserved
- Bouquet preserved or repurposed
- Invitation suite saved for keepsake box
- Other sentimental items stored safely

Section 5 – Name Change (if applicable)

Legal Name Change Process Started? Yes No

Documents Updated:

- Social Security Card
- Driver's License/ID
- Passport
- Bank Accounts
- Insurance Policies
- Employer Records

Section 6 – Photo & Video Follow-Up

1. Photographer Contact: _____

- Estimated Delivery Date: _____
- Album/Print Orders Completed? Yes No

2. Videographer Contact: _____

- Estimated Delivery Date: _____

- Video Edits Approved? Yes No

Section 7 – Post-Wedding Reflection

What was your favorite moment of the day?

What would you do the same again?

What would you do differently?

With this form, **The Dream Wedding Blueprint** is now complete from the first step to post-wedding wrap-up.

Your Dream Wedding, Effortless and Unforgettable

You now have the tools to plan with clarity and confidence. If you'd like me to help you bring it all together and ensure your celebration is exactly as you imagined, and maybe even better, let's talk.

Robert Walk
(602) 370-1135
JustWeddingsAZ.com

Schedule your **Complimentary, No-Obligation 30-Minute Needs Analysis Call** today.