

*4-6*

*Months Before*

## 4-6 MONTHS BEFORE

- GIFT REGISTRIES
- ORDER WEDDING & REHEARSAL DINNER INVITATIONS
- BOOK REHEARSAL DINNER
- PLAN CEREMONY DETAILS
- ORDER WEDDING PARTY GIFTS

*4-6*

*Months Before*

CREATE  
GIFT REGISTRY

# GIFT REGISTRY

## *Tips*

Here are 10 tips on how to create the best gift registry for your wedding:

- 1. Start Early**
  - Begin your gift registry as soon as you can, ideally 4 -6 months before the wedding. This gives guests plenty of time to choose a gift and ensures a broad selection is available.
- 2. Register at Multiple Stores**
  - Choose a mix of online and brick-and-mortar stores to accommodate all your guests' shopping preferences. This provides a wider variety of items and price ranges.
- 3. Include a Range of Price Points**
  - Select gifts that cater to various budgets, from affordable options to more luxurious items. This allows all guests to find something within their comfort zone.
- 4. Think Long-Term**
  - Consider your future needs and lifestyle changes. Opt for high-quality essentials and timeless pieces that will last, rather than trendy items that may go out of style.
- 5. Register for Experiences**
  - In addition to physical gifts, consider registering for experiences like cooking classes, wine tastings, or contributions to your honeymoon fund. These can add a unique and memorable aspect to your registry.
- 6. Update Regularly**
  - Keep your registry updated by adding new items and removing purchased ones. This helps ensure a variety of gifts remain available as your wedding date approaches.
- 7. Communicate Preferences**
  - Clearly communicate any specific preferences or themes, such as a color scheme or style, to help guests choose items that align with your taste.
- 8. Use Registry Tools**
  - Take advantage of the tools and benefits offered by registry services, such as group gifting options for larger items, completion discounts, and easy returns.
- 9. Don't Forget the Basics**
  - Include a mix of practical and everyday items like kitchen gadgets, linens, and home essentials. These are often the most useful and appreciated over time.
- 10. Show Gratitude**
  - Keep track of who gave what so you can promptly send personalized thank-you notes. This not only shows your appreciation but also helps you stay organized.

By following these tips, you can create a well-rounded and thoughtful gift registry that meets your needs and delights your guests.











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*Months Before*

ORDER  
WEDDING  
&  
REHEARSAL  
DINNER  
INVITATIONS

# ORDER INVITATIONS

This is the point in your wedding planning when you should be ordering your wedding invitations and rehearsal dinner invitations.

Refer to the **Rehearsal Dinner Guest List** to note which invitations have been sent.

Refer to the **Wedding Guest List** to note which invitations need to be sent.

Refer to the **Stationary List** here to complete your invitation order

Refer to the **Stationary List** to see if you still have any outstanding stationary you would like to order.

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*Months Before*

BOOK

REHEARSAL DINNER

# REHEARSAL DINNER

## *Venue Comparison*

	P 1	P 2
NAME		
CONTACT		
WEBSITE		
PRICE PER PERSON		
VEGETARIAN/VEGAN MENU OPTION		
ALLERGEN MENU OPTION		
CANCELLATION POLICY		
DEPOSIT AMOUNT		
DEPOSIT DUE		

	P 3	P 4
NAME		
CONTACT		
WEBSITE		
PRICE PER PERSON		
VEGETARIAN/VEGAN MENU OPTION		
ALLERGEN MENU OPTION		
CANCELLATION POLICY		
DEPOSIT AMOUNT		
DEPOSIT DUE		



# REHEARSAL DINNER

## *Menu Choice*

	MENU	VEGETARIAN/ VEGAN OPTION	ALLERGEN OPTION (NOTE ALLERGY)
STARTER			
MAIN			
DESSERT			
HOW MANY GUESTS FOR THIS MENU			

See Rehearsal Dinner Guest List for meal type per guest.

# REHEARSAL DINNER

## *Seating Plan*

**Draw the table set up at the rehearsal dinner and create a seating plan.  
Print this page and email to venue**

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# REHEARSAL DINNER

## *Checklist*

- CONFIRM DETAILS WITH VENUE:**  
Reconfirm the reservation, menu, and any special requests with the venue or caterer.
- PLAN SEATING ARRANGEMENTS:**  
Decide on seating arrangements, especially if you have a larger group or specific people you'd like to seat together.
- ORGANIZE TRANSPORTATION:**  
Arrange transportation for guests, if necessary, especially if the rehearsal dinner venue is far from the hotel or wedding venue.
- PREPARE SPEECHES/TOASTS:**  
Confirm who will be giving speeches or toasts and ensure they are prepared.
- FINALIZE GUEST COUNT:**  
Confirm the final guest count with the venue or caterer.
- CREATE A TIMELINE:**  
Draft a timeline for the evening, including arrival, dinner, speeches, and any activities.
- COMMUNICATE WITH KEY PARTICIPANTS:**  
Share the timeline and any important details with the bridal party and family members.

### **THE DAY BEFORE REHEARSAL:**

- Set up any decorations or personal touches at the venue.
- Arrive early to ensure everything is set up as planned.
- Greet guests as they arrive and ensure they know the schedule for the evening.
- Relax and enjoy the evening with your closest friends and family.
- Take a moment to thank everyone for coming and express your excitement for the wedding day.

### **POST REHEARSAL DINNER:**

- Ensure all personal items and decorations are collected.
- Get a good night's sleep in preparation for the big day!

*4-6*

*Months Before*

PLAN

CEREMONY DETAILS

# WEDDING CEREMONY

## **Wedding Ceremony Organization Guide**

- Templates are provided on the next few pages to help you plan a smooth wedding ceremony.
- Adapt templates for religious or non-religious ceremonies.
- Delete unnecessary pages; fill out relevant ones.
- Add wedding vows post-wedding as a keepsake.
- If purchased, copy completed pages to the 'Day Of Wedding Binder'.

# WEDDING CEREMONY

## *Program*

### *Details*

CEREMONY LOCATION		
CEREMONY DATE		
CEREMONY TIME		

### *Ceremony Party*

TITLE	NAME	CONTACT
WEDDING OFFICIANT		
VOCALIST		
MUSICIAN		
READER 1		
READER 2		
WEDDING COORDINATOR		

# WEDDING CEREMONY

## *Timeline*

TIME	EVENT	NOTES
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		
00:00		

WEDDING CEREMONY  
*Wedding Party*

TITLE	NAME

# WEDDING CEREMONY

## *Procession exit*

NO	NAME 1	NAME 2	SONG
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



# WEDDING CEREMONY

## *Reading 1*

# WEDDING CEREMONY

## *Reading 2*

# WEDDING CEREMONY

## *Her Vows*

# WEDDING CEREMONY

## *His Vows*

*4-6*

*Months Before*

ORDER  
WEDDING PARTY  
GIFTS

# WEDDING PARTY *Gifts*

Choosing thoughtful gifts for your wedding party is a great way to show appreciation for their support and participation in your special day.

It is most common to give gifts to your maid of honor, best man, bridesmaids and groomsmen. But we have added everyone that could be in the bridal party in case you want to go all out and gift as many people as you can.

Here are some tips and ideas to help you choose the perfect wedding party gifts:

## **Tips for Choosing Wedding Party Gifts**

- 1. Personalize the Gifts:**
  - Personalized gifts with names, initials, or a special date add a unique and sentimental touch.
- 2. Consider Their Interests:**
  - Think about each person's hobbies, interests, and preferences when selecting gifts.
- 3. Practical and Usable:**
  - Choose items that your wedding party can use regularly or enjoy in their everyday lives.
- 4. Budget Considerations:**
  - Set a budget for each gift and stick to it. Remember, it's the thought that counts, not the price tag.
- 5. Presentation Matters:**
  - Wrap the gifts nicely or place them in attractive gift bags. Adding a handwritten note or card can make the gift more meaningful.
- 6. Timeliness:**
  - Give the gifts at an appropriate time, such as during the rehearsal dinner, bridal shower, or a special gathering before the wedding.

## **Gift Ideas for Bridesmaids**

- 1. Personalized Jewelry:**
  - Necklaces, bracelets, or earrings with their initials or a meaningful charm.
- 2. Customized Robes or Pajamas:**
  - Matching robes or pajamas for getting ready on the wedding day.
- 3. Monogrammed Tote Bags:**
  - Stylish and functional tote bags with their initials.
- 4. Spa Gift Sets:**
  - Luxurious spa kits with bath bombs, lotions, and candles for a relaxing experience.
- 5. Engraved Compact Mirrors:**
  - Elegant compact mirrors with a personal engraving.
- 6. Personalized Water Bottles:**
  - Reusable water bottles with their names or initials..
- 7. Customized Clutch or Purse:**
  - A stylish clutch or purse that they can use for the wedding and beyond.

# WEDDING PARTY *Gifts*

## Gift Ideas for Groomsmen

### 1. Personalized Flasks or Barware:

- Engraved flasks, whiskey glasses, or bottle openers.

### 2. Custom Cufflinks:

- Cufflinks with their initials or a design that reflects their personality.

### 3. Monogrammed Wallets:

- High-quality wallets with their initials.

### 4. Personalized Pocket Knives:

- Engraved pocket knives for practicality and sentiment.

### 5. Sports or Hobby-Related Gifts:

- Items related to their favorite sport or hobby, such as golf accessories, a fishing kit, or a set of poker chips.

### 6. Customized Travel Bags:

- Durable travel bags or duffel bags with their initials.

### 7. Grooming Kits:

- High-quality grooming sets with razors, shaving cream, and other essentials.

## Gift Ideas for Flower Girls and Ring Bearers

### 1. Personalized Stuffed Animals:

- Cute stuffed animals with their names embroidered on them.

### 2. Children's Books:

- Books with a special inscription inside.

### 3. Custom T-Shirts:

- T-shirts with "Flower Girl" or "Ring Bearer" and their names.

### 4. Toy Sets:

- Age-appropriate toy sets that they'll enjoy.

### 5. Personalized Jewelry or Accessories:

- Bracelets, necklaces, or other accessories with their names or initials.

### 6. Activity Kits:

- Kits for crafts, coloring, or building.

# WEDDING PARTY *Gifts*

## **Gift Ideas for Parents**

- **Photo Albums or Frames:**
  - Customized photo albums or frames with pictures from the wedding or family moments.
- **Personalized Handkerchiefs:**
  - Handkerchiefs with a heartfelt message embroidered on them.
- **Customized Home Decor:**
  - Items like engraved cutting boards, picture frames, or plaques.
- **Experience Gifts:**
  - Gift certificates for a nice dinner, a weekend getaway, or a fun activity.
- **Jewelry or Watches:**
  - Elegant jewelry for mothers or watches for fathers, personalized if possible.
- **Thank You Letters:**
  - A heartfelt, handwritten letter expressing your gratitude.

**By considering these tips and ideas, you can find meaningful and thoughtful gifts that your wedding party will cherish and remember for years to come.**





*2-4*

*Months Before*

## 2-4 MONTHS BEFORE

- MARRIAGE LICENSE
- PLAN WEDDING FAVORS
- PLAN PHOTO AND VIDEO SHOTS
- WRITE YOUR SONG LIST
- FINALIZE FOOD MENU
- ORDER STATIONARY
- FINALIZE FLORAL DETAILS
- FINALIZE DECOR DETAILS
- FINALIZE WEDDING CAKE DETAILS
- DO HAIR AND MAKE-UP TRIALS
- BOOK MANICURE AND PEDICURE
- BOOK WAX
- BOOK HAIRCUT (AND COLOR IF NEEDED)
- SEND WEDDING & REHEARSAL DINNER INVITATIONS
- BUY WEDDING SHOES

*2-4*

*Months Before*

MARRIAGE LICENSES

# MARRIAGE LICENSES

## *How To*

Obtaining a marriage license is a crucial step in the wedding planning process. Here's a comprehensive guide on what you need to know about marriage licenses:

### **1. Research Requirements**

State/County Regulations:

- Marriage license requirements vary by state and county. Research the specific requirements for the location where you plan to get married.

### **2. Gather Necessary Documentation**

Identification:

- Valid photo ID (driver's license, passport, or state ID card).
- Birth certificate (some locations may require this).

Proof of Residence:

- Some states require proof of residency for both parties or at least one party.

Previous Marriages:

- If previously married, bring a certified copy of the divorce decree or a death certificate of the former spouse.

Social Security Numbers:

- Some states require social security numbers for both parties.

### **3. Apply in Person**

Visit the Clerk's Office:

- Both parties must usually appear in person to apply for a marriage license.
- Visit the county clerk's office, registrar, or city hall where you plan to get married.

### **4. Pay the Fee**

Cost:

- Marriage license fees vary by location, ranging from \$20 to \$100.
- Check if your location accepts cash, credit cards, or checks for payment.

### **5. Waiting Period and Validity**

Waiting Period:

- Some states have a waiting period between the time you apply for the license and when you can use it. This can range from no waiting period to several days.

License Validity:

- Marriage licenses have a validity period, usually between 30 to 90 days. Ensure you get married within this timeframe.

## **6. Officiant Requirements**

Who Can Officiate:

- Check who is authorized to officiate your wedding (minister, priest, rabbi, judge, or a friend ordained online).

Officiant's Responsibilities:

- Ensure the officiant signs the marriage license after the ceremony.

## **7. Witness Requirements**

Number of Witnesses:

- Most states require one or two witnesses to sign the marriage license.

Age of Witnesses:

- Witnesses usually need to be at least 18 years old.

## **8. After the Ceremony**

Return the License:

- The officiant or couple must return the signed marriage license to the county clerk's office to be officially recorded.

Certified Copies:

- Request certified copies of your marriage certificate for legal name changes and other official matters.

## **9. Name Change Process**

Social Security Card:

- Fill out Form SS-5 to change your name on your social security card. Provide your marriage certificate and identification.

Driver's License:

- Visit the DMV with your marriage certificate, new social security card, and existing driver's license.

Other Documents:

- Update your name on your passport, bank accounts, insurance policies, and other legal documents.

## **10. Special Considerations**

Destination Weddings:

- If getting married abroad, research the legal requirements of the country. You may need an apostille or additional documentation.

Proxy Marriage:

- Some states allow proxy marriages, where one or both parties are not physically present. Check local laws for details.

Same-Sex Marriage:

- Same-sex marriage is legal nationwide in the U.S. Ensure you meet the same requirements as opposite-sex couples.

By understanding these steps and requirements, you can ensure that you obtain your marriage license smoothly and legally, paving the way for a hassle-free wedding day.

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*Months Before*

WEDDING FAVORS

# WEDDING FAVORS

## *Tips*

Wedding favors are a lovely way to thank your guests for being part of your special day. Here are some tips and ideas to help you choose the perfect wedding favors that reflect your personality and gratitude.

### **Tips for Choosing Wedding Favors**

1. Personalize When Possible:
  - Add a personal touch, such as your names, wedding date, or a heartfelt message.
2. Keep It Practical:
  - Choose items that guests can use or enjoy, ensuring they won't be left behind.
3. Align with Your Theme:
  - Select favors that complement your wedding theme or season.
4. Consider Your Budget:
  - Set a budget per favor and stick to it. It's possible to find meaningful favors at any price point.
5. Think About Packaging:
  - Presentation matters. Use attractive packaging like boxes, bags, or ribbons to enhance the favor.
6. DIY Option:
  - If you enjoy crafting, consider making your own favors. It adds a personal and unique touch.
7. Eco-Friendly Choices:
  - Opt for sustainable and eco-friendly favors to align with an environmentally conscious wedding.

### **Ideas for Wedding Favors**

#### Edible Favors

1. Personalized Candy or Chocolates:
  - Customized with your names or wedding date.
2. Mini Jars of Honey or Jam:
  - Local or homemade options can add a sweet touch.
3. Gourmet Popcorn:
  - Packaged in personalized bags with a variety of flavors.
4. Custom Cookies:
  - Decorated to match your wedding theme or colors.
5. Tea or Coffee Blends:
  - Small tins or bags with your favorite blend and a custom label.

#### Useful Favors

1. Bottle Openers or Corkscrews:
  - Customized with your wedding details.
2. Keychains:
  - Personalized or themed to your wedding.
3. Reusable Tote Bags:
  - Printed with a fun design or your wedding logo.
4. Mini Notebooks or Journals:
  - With a special message or quote on the cover.
5. Lip Balm or Hand Sanitizer:
  - Personalized labels to make them unique.



# WEDDING FAVORS

## *Tips*

### **Decorative Favors**

1. Mini Potted Plants or Succulents:
  - A lasting reminder of your wedding day.
2. Candles:
  - Scented candles in decorative tins or jars.
3. Ornaments:
  - Especially fitting for winter weddings.
4. Photo Frames:
  - Small frames that guests can use for their own pictures.
5. Coasters:
  - Custom designed to match your wedding theme.

### **Seasonal Favors**

1. Fans or Parasols:
  - Perfect for summer weddings to keep guests cool.
2. Hot Cocoa Mix or Mulled Wine Kits:
  - Ideal for winter weddings.
3. Seed Packets:
  - For spring weddings, encouraging guests to “let love grow.”
4. Scarves or Pashminas:
  - A cozy favor for fall or winter weddings.
5. Sunglasses:
  - Fun and practical for sunny, outdoor weddings.

### **Fun and Unique Favors**

1. Miniature Board Games or Puzzles:
  - A fun and interactive favor.
2. Custom Playing Cards:
  - Personalized with your wedding details.
3. Temporary Tattoos:
  - Fun designs that reflect your personalities or wedding theme.
4. Charitable Donation:
  - In lieu of physical favors, make a donation to a charity in your guests’ names and provide a card explaining the gesture.

### **Presentation Ideas**

1. Display Table:
  - Set up a dedicated table for favors, attractively arranged for guests to take as they leave.
2. At Each Place Setting:
  - Place a favor at each guest’s seat as part of the table setting.
3. In Baskets or Trays:
  - Pass around baskets or trays during the reception for guests to pick their favor.
4. With Thank You Notes:
  - Attach a small thank you note or tag to each favor.
5. Themed Wrapping:
  - Use wrapping paper, ribbons, or tags that match your wedding colors and theme.

By following these tips and ideas, you can choose wedding favors that will delight your guests and serve as a memorable token of your appreciation for their presence on your special day.

# WEDDING FAVORS

## *Vision Board*



*2-4*

*Months Before*

PLAN  
PHOTO & VIDEO  
SHOOTS

# PHOTOGRAPHY LIST

## *Bridal Suite*

### BRIDAL SUITE ITEMS

- Wedding dress on hanger
- Bridal Shoes
- Bridal Bouquet
- Bridal Jewellery
- Brides Perfume
- Bridesmaids Dresses
- All flower bouquets together
- Wedding invitation
- Wedding bands
- 
- 
- 
- 

### BRIDE AND OTHERS

- Bride and mother
- Bride and father
- Bride and siblings
- Bride and maid of honor
- Bride and bridesmaids
- Bridesmaids
- 
- 
- 
- 

### BRIDAL SUITE PORTRAITS

- Bride having hair done
- Bride having make up done
- Bridesmaids having hair done
- Bridesmaids having make up done
- Bride getting into her wedding gown
- Close-up of the bride's face while putting on makeup or jewelry
- Bride looking at herself in the mirror
- Mother or parents helping the bride get ready
- Fastening the bridal gown or adjusting details
- 
- 
- 
-

# PHOTOGRAPHY LIST

## *Groom Suite*

### GROOMS SUITE ITEMS

- Suit
- Shoes
- Cufflinks
- Watch
- Cologne
- 
- 
- 
- 

### GROOM AND OTHERS

- Groom and best man
- Groomsmen
- Groom with groomsmen
- Groom with mother
- Groom with father
- Groom with siblings
- 
- 
- 

### GROOM SUITE PORTRAITS

- Groom getting dressed or tying his tie
- Candid moments with the groom and his groomsmen
- Groom putting on his boutonniere
- Close-up of the groom's face
- Father or parents helping the groom get ready
- Adjusting cufflinks or other details
- Individual shots of the groom looking sharp
- 
- 
- 
- 
- 
-









# VIDEOGRAPHY

## *Shots not to miss*

A well-rounded wedding video captures the essence of the day, from the preparations to the final farewell. Here is a comprehensive list of scenes your wedding videographer should not miss:

### **Pre-Ceremony**

1. Venue Establishing Shots:
  - Exterior and interior shots of the ceremony and reception venues.
2. Bride and Groom Getting Ready:
  - Hair and makeup for the bride.
  - Groom and groomsmen preparing.
  - Bridesmaids helping the bride with her dress.
  - Details of attire (dress, shoes, jewelry, cufflinks, ties).
3. Personal Moments:
  - Bride reading a letter from the groom (or vice versa).
  - Gift exchanges between the couple.
  - Emotional moments with close family and friends.
4. First Look:
  - The couple seeing each other for the first time, if they choose to do a first look.

### **Ceremony**

1. Guests Arriving:
  - Shots of guests arriving and mingling before the ceremony.
2. Decor Details:
  - Close-ups of flowers, decorations, and program details.
3. Processional:
  - Bridal party and groom entering.
  - Bride walking down the aisle.
4. Ceremony Highlights:
  - Exchange of vows.
  - Ring exchange.
  - The kiss.
  - Any special rituals or traditions.
  - Recessional (the couple exiting the ceremony).

### **Post-Ceremony**

1. Immediate Reactions:
  - Couple's immediate reactions after the ceremony.
  - Family and friends congratulating the couple.
2. Group Shots:
  - Formal family and bridal party portraits.
  - Candid moments with the bridal party.

# VIDEOGRAPHY

## *Shots not to miss*

### **Reception**

1. Venue and Decor:
  - Reception venue setup.
  - Centerpieces, table settings, and other decor details.
2. Cocktail Hour:
  - Guests mingling and enjoying hors d'oeuvres.
3. Grand Entrance:
  - The couple's entrance to the reception.
4. First Dance:
  - The couple's first dance as newlyweds.
5. Parent Dances:
  - Father-daughter and mother-son dances.
6. Speeches and Toasts:
  - Best man, maid of honor, and any other significant speeches.
7. Dinner:
  - Guests enjoying the meal (if you want dinner included).
8. Cake Cutting:
  - The couple cutting the wedding cake and feeding each other.
9. Bouquet and Garter Toss:
  - Tossing the bouquet and garter (if included in your reception).
10. Dancing:
  - Guests dancing and enjoying the party.
  - Candid dance floor moments.
11. Special Traditions:
  - Any unique cultural or family traditions during the reception.

### **Miscellaneous**

1. Detail Shots:
  - Wedding rings, invitation suite, and other small details.
2. Interviews:
  - Short interviews with the couple, bridal party, or family members.
3. Sunset Shots:
  - If possible, romantic shots of the couple during sunset.
4. Send-Off:
  - The couple's grand exit (sparkler exit, confetti, etc.).
5. Post-Event:
  - Final shots of the couple leaving and the venue closing down.

*2-4*

*Months Before*

SONG LIST

# SONG LIST

## *Main*

	SONG NAME
CEREMONY	
PROCESSIONAL SONG	
GROOM ENTRANCE SONG	
BRIDAL PARTY ENTRANCE	
BRIDE ENTRANCE SONG	
RECESSIONAL SONG	
RECEPTION	
BRIDE AND GROOM ENTRANCE	
FIRST DANCE SONG	
BOUQUET TOSS SONG	
FATHER/DAUGHTER DANCE SONG	
LAST SONG OF THE NIGHT	

# SONG LIST

## *Must Play Song*

SONG NAME

# SONG LIST

## *Do Not Play*

SONG NAME

*2-4*

*Months Before*

FINALIZE MENU



# FINALIZE MENU

WEDDING MENU		
	STANDARD	VEGAN
HORS D'OEUVRE		
STARTERS		
MAIN COURSES		
DESSERT		
CAKE		

*2-4*

*Months Before*

ORDER  
STATIONARY

# WEDDING STATIONARY

## List

Refer to the Stationary List.

	CREATED BY	QUANTITY	COST	DELIVERY DATE
Wedding Invitations				
Rehearsal Dinner Invitations				
Thank You Notes				
Welcome Sign				
Bar Sign				
Signature Drinks Sign				
Seating Chart				
Programs				
Menu Cards				
Table Numbers				
Place Cards				
Custom Sign				
Favor Tags				
Reserved Signs For Ceremony				

*2-4*

*Months Before*

COMPLETE  
TASKS

# 2-4 MONTH COMPLETE TASKS CHECKLIST

- Finalize floral details - call your florist or decorator and make sure everything is in order
- Finalize decor details - order anything else that you may need to decorate your wedding such as wedding signs, artificial flowers, vases, candles etc.
- Finalize wedding cake details - contact bakery or caterer to make sure everything is in order
- Do hair and make up trials
- Book manicure
- Book pedicure
- Book wax
- Book haircut (and color if needed)
- Order all stationary
- Send wedding and rehearsal dinner invitations
- Buy wedding shoes

*1-2*

*Months Before*

## 1-2 MONTHS BEFORE

- FINAL VENUE WALK-THROUGH
- FINALIZE DETAILS WITH VENDORS
- FOLLOW UP WITH GUESTS
- SEND PAYMENTS
- PURCHASE GUESTBOOK
- PURCHASE ACCESSORISE FOR WEDDING GOWN
- PURCHASE ANY LAST DECORATIONS
- WRITE SPEECHES
- MAKE SEATING PLAN

*1-2*

*Months Before*

WRITE SPEECHES



# SPEECHES

# SPEECHES

# SPEECHES

# SPEECHES

# SPEECHES

*1-2*

*Months Before*

# SEATING CHART

# SEATING PLAN

## *Tips*

Creating a seating plan and deciding on the arrangement for the head table can be one of the more challenging aspects of wedding planning. Here's some advice and ideas to help you craft the perfect seating arrangement for your special day.

### **Seating Plan**

#### **\*\*1. \*\*Start with a Floor Plan**

- Obtain a Layout: Get a copy of your venue's floor plan to understand the space and available seating configurations.
- Table Shapes: Decide on table shapes (round, square, rectangular) based on your venue and preference.

#### **\*\*2. \*\*Guest List and RSVPs**

- Final Guest List: Ensure you have a finalized list of guests who have RSVP'd.
- Group by Relationships: Group guests by families, friends, work colleagues, and other connections.

#### **\*\*3. \*\*Assign Tables**

- Family Tables: Place immediate family members close to the head table.
- Friends and Relatives: Seat friends and extended relatives based on their relationships and dynamics.
- Children's Table: Consider a separate table for children, if there are many young guests.

#### **\*\*4. \*\*Considerations for Seating Arrangements**

- Compatibility: Seat guests with others they know and get along with.
- Accessibility: Ensure elderly or disabled guests are seated where they can easily access exits, restrooms, and other facilities and also away from loud speakers.
- Special Needs: Accommodate any dietary restrictions or special needs by placing guests accordingly.

#### **\*\*5. \*\*Creating the Seating Chart**

- Visual Chart: Use our seating chart floorplan builder to create a visual representation of
- Escort Cards/Seating Display: Decide how guests will find their seats (escort cards, seating chart display, etc.).

# SEATING PLAN

## *Tips*

### **Advice for Head Table**

#### **\*\*1. \*\*Traditional Head Table**

Bride and Groom: Center stage with the bride on the groom's left.

Bridal Party: Bridesmaids and groomsmen seated alternately or bridesmaids on the bride's side and groomsmen on the groom's side.

#### **\*\*2. \*\*Sweetheart Table**

Private Setting: Just the bride and groom at a small table, offering a more intimate dining experience.

Close Proximity: Place the sweetheart table near the bridal party and family tables.

#### **\*\*3. \*\*King's Table/Long Rectangular Table**

Large Bridal Party: Ideal for large bridal parties.

Center Seats: Bride and groom sit at the center, with bridal party members on either side.

#### **\*\*4. \*\*Family Head Table**

Inclusion: Include immediate family members (parents, siblings) with the bridal party at the head table.

Balanced Seating: Arrange seating to balance both sides of the family.

#### **\*\*5. \*\*Circular Head Table**

Inclusive: Creates a more inclusive and conversational setting.

Position: Ensure the table is positioned for good visibility of speeches and events.

Placement of the Head Table

#### **\*\*1. \*\*Visibility**

Central Location: Place the head table where it can be easily seen by all guests.

Stage or Raised Platform: Elevate the head table for better visibility and emphasis.

#### **\*\*2. \*\*Proximity to Dance Floor**

Nearby: Position the head table close to the dance floor to facilitate easy movement for the couple and bridal party.

#### **\*\*3. \*\*Backdrop and Decor**

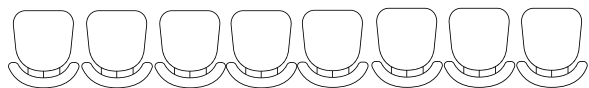
Decorative Backdrop: Enhance the head table with a decorative backdrop, flowers, or lighting to make it stand out.

Photogenic: Ensure the head table is in a photogenic location for great pictures.



# CEREMONY FLOOR PLAN

## *Example*



# CEREMONY FLOOR PLAN

## *Builder*

# RECEPTION FLOOR PLAN

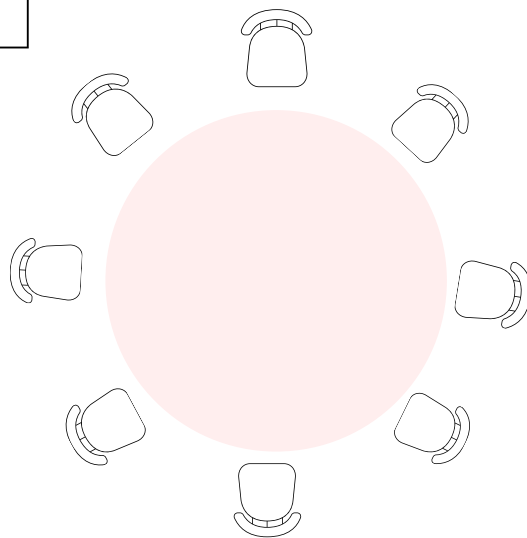
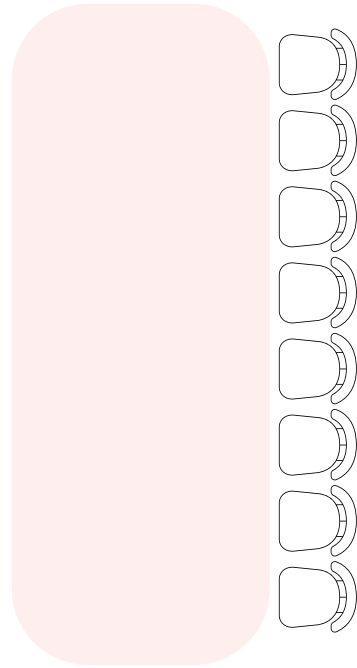


# RECEPTION FLOOR PLAN

# SEATING PLAN

## *Head Table*

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# SEATING PLAN

## *Guests*

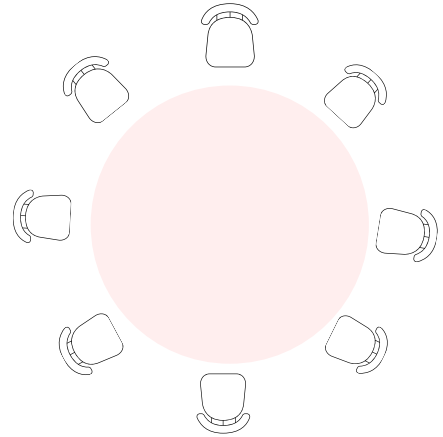
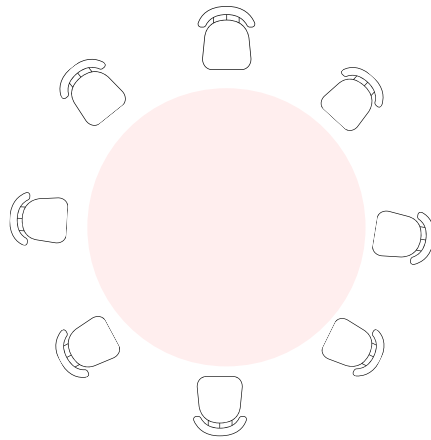
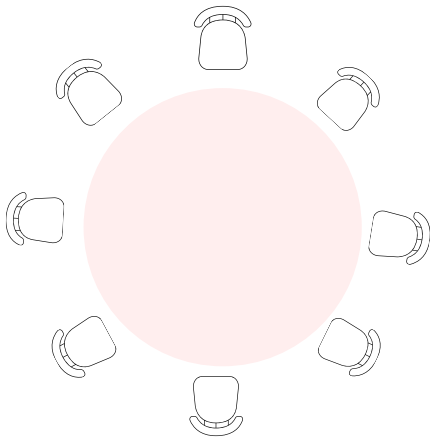


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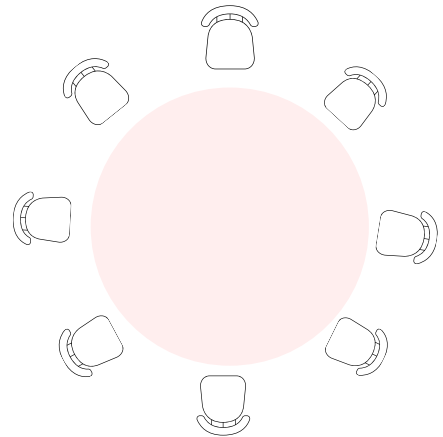
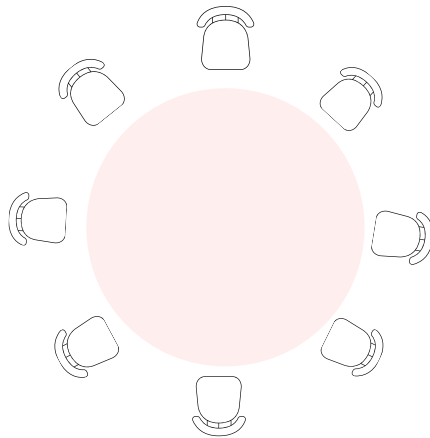
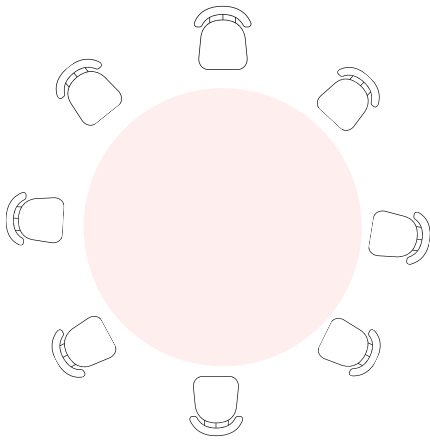


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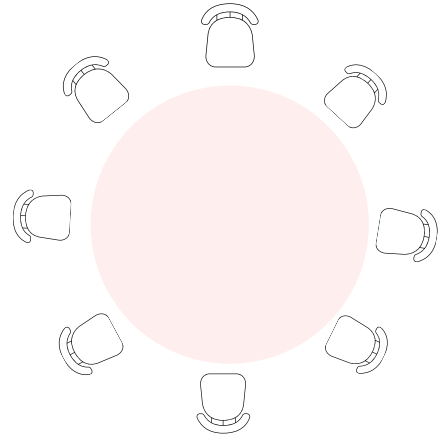
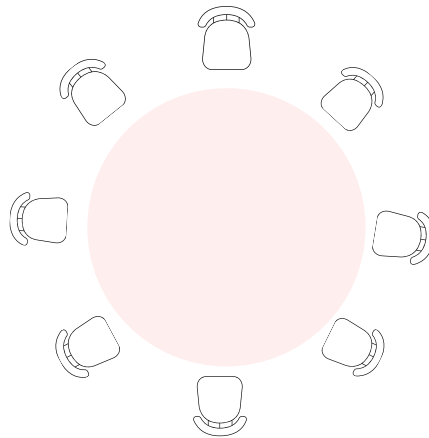
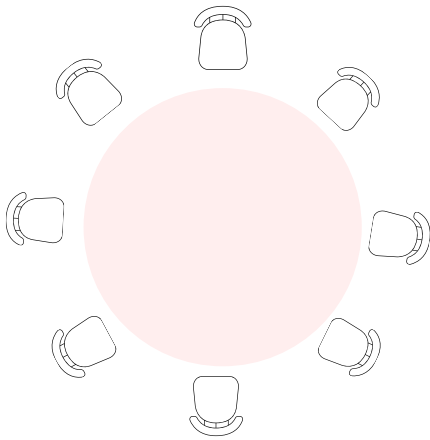


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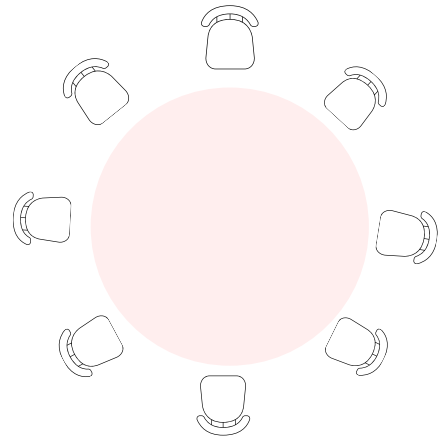
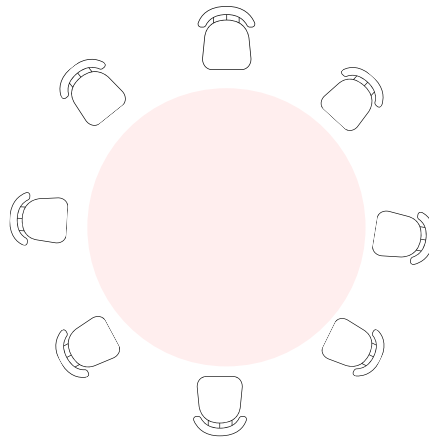
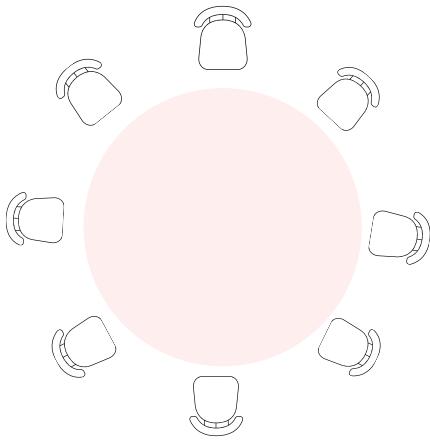


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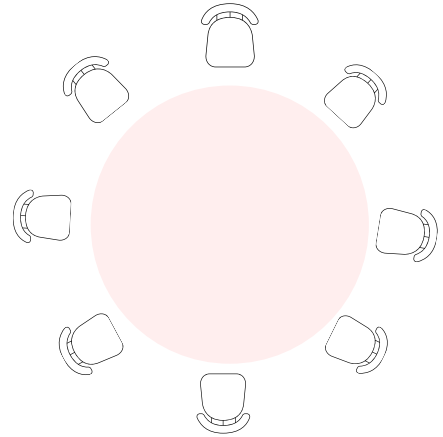
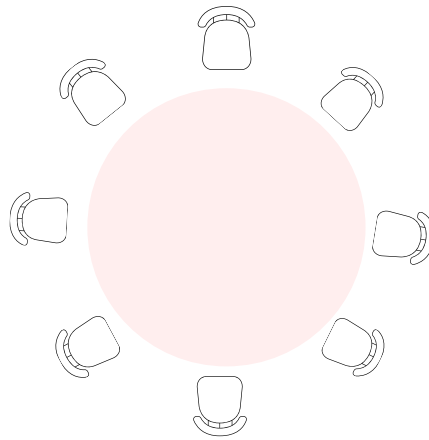
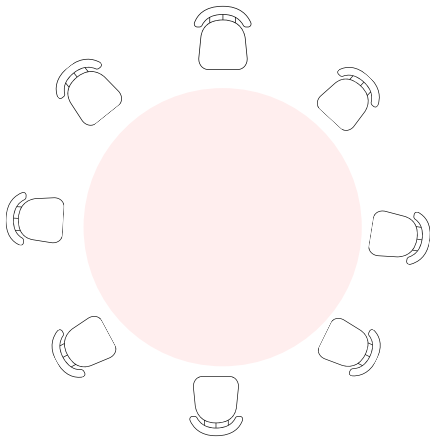


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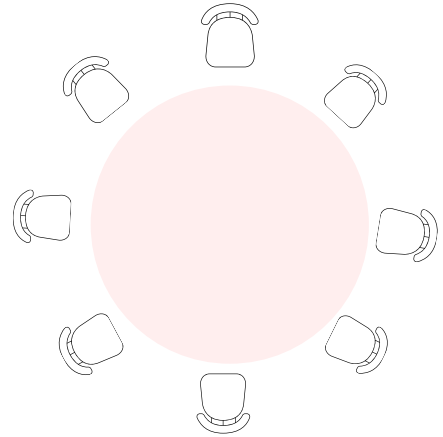
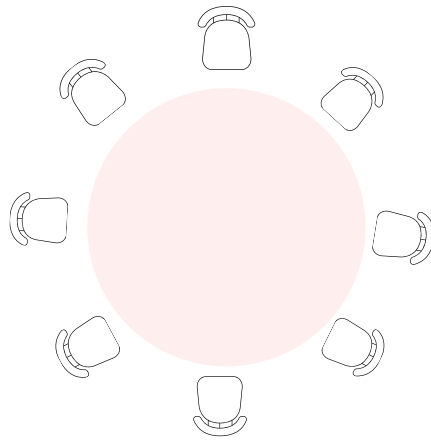
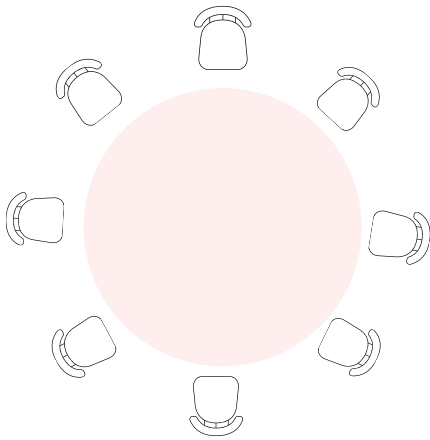


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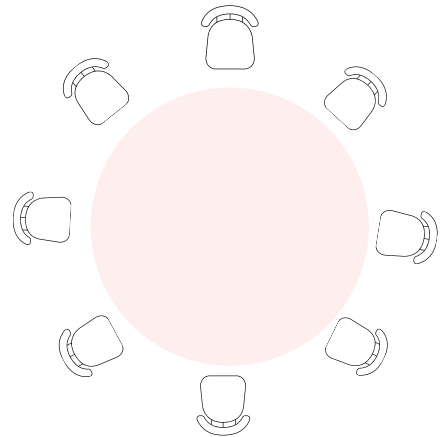
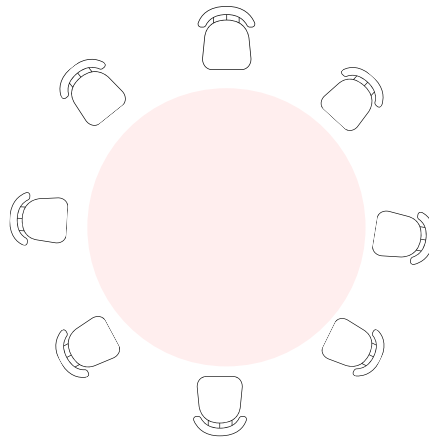
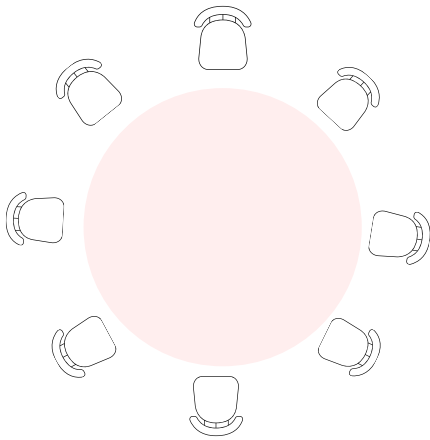


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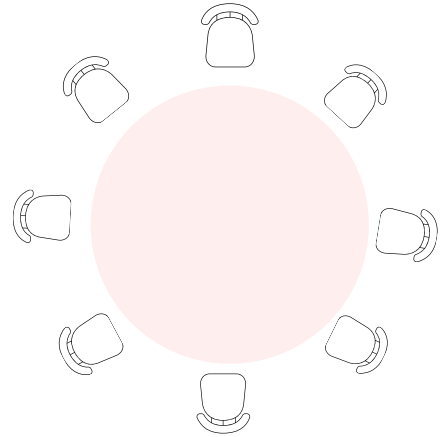
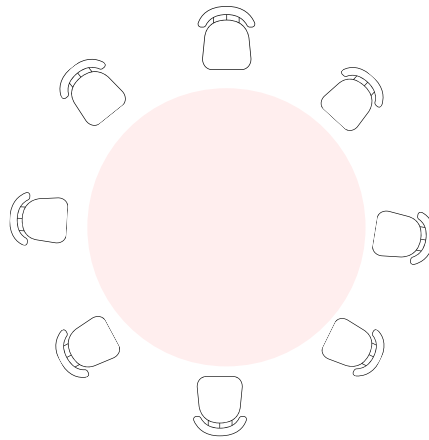
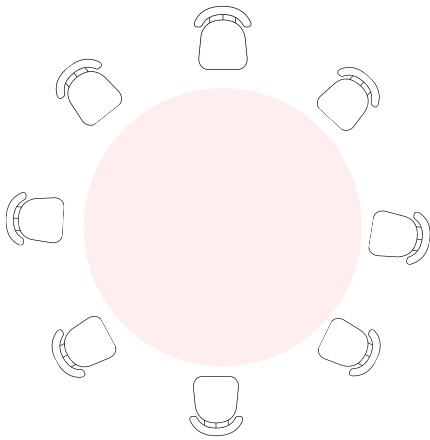


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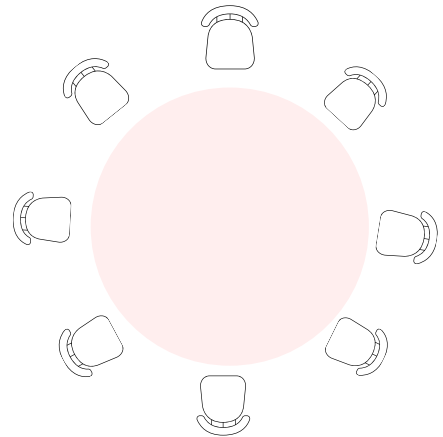
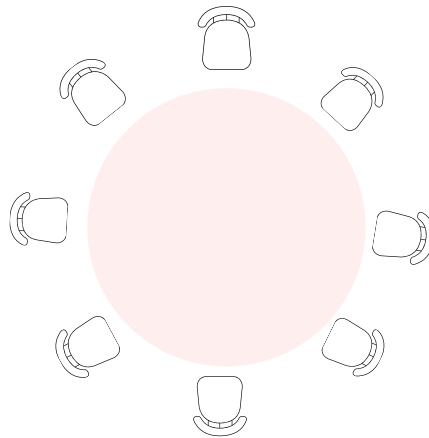
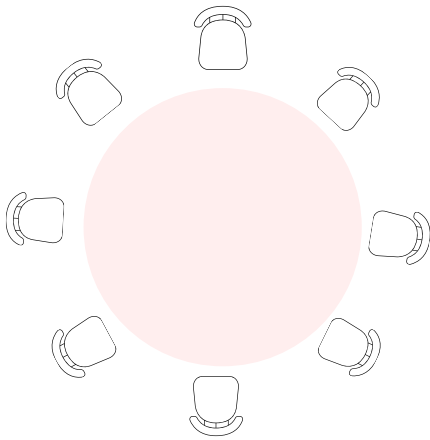


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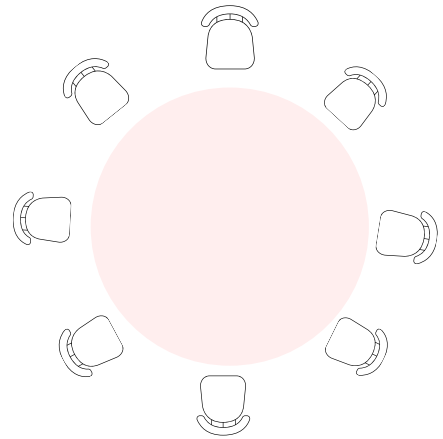
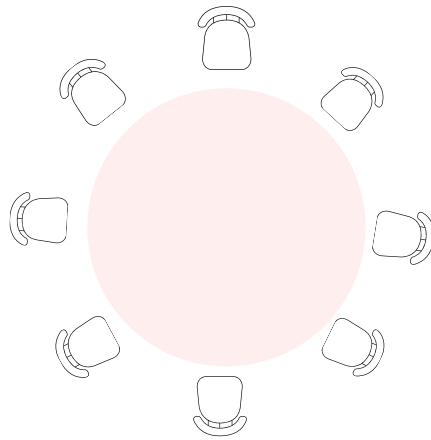
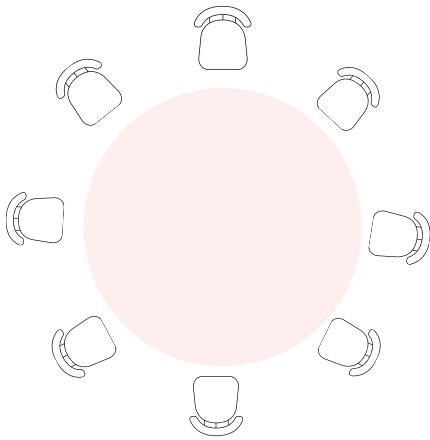


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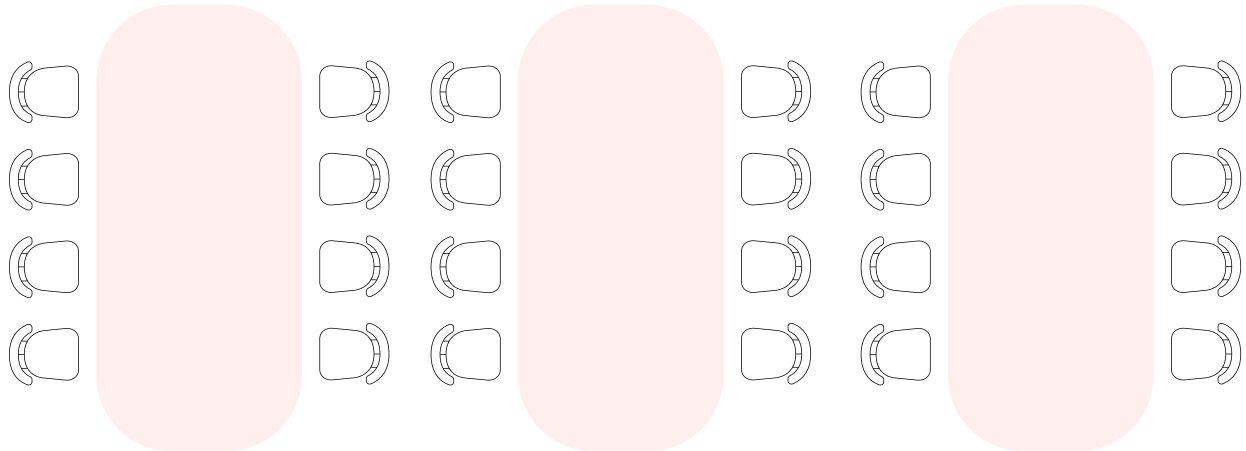


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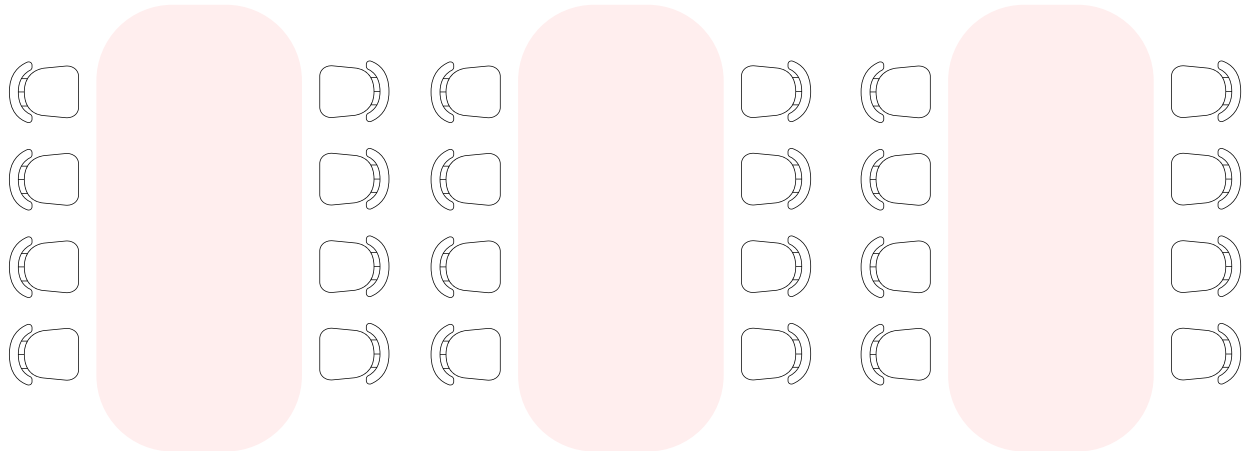


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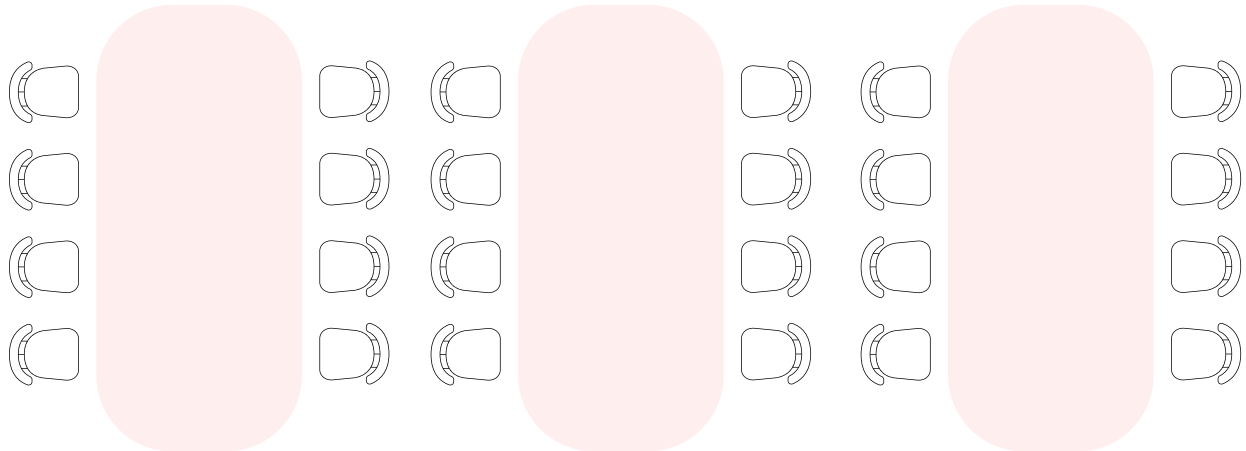


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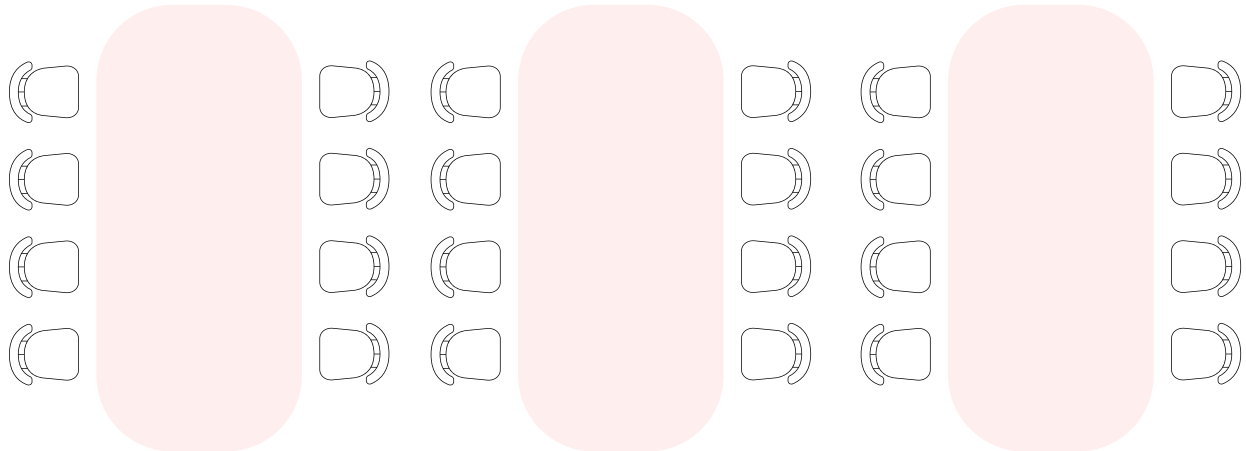


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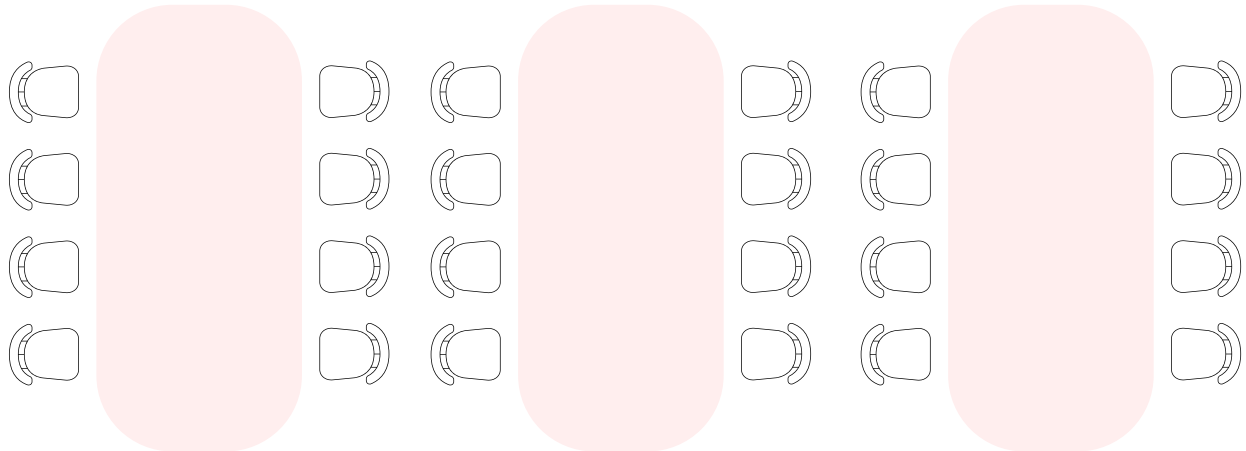


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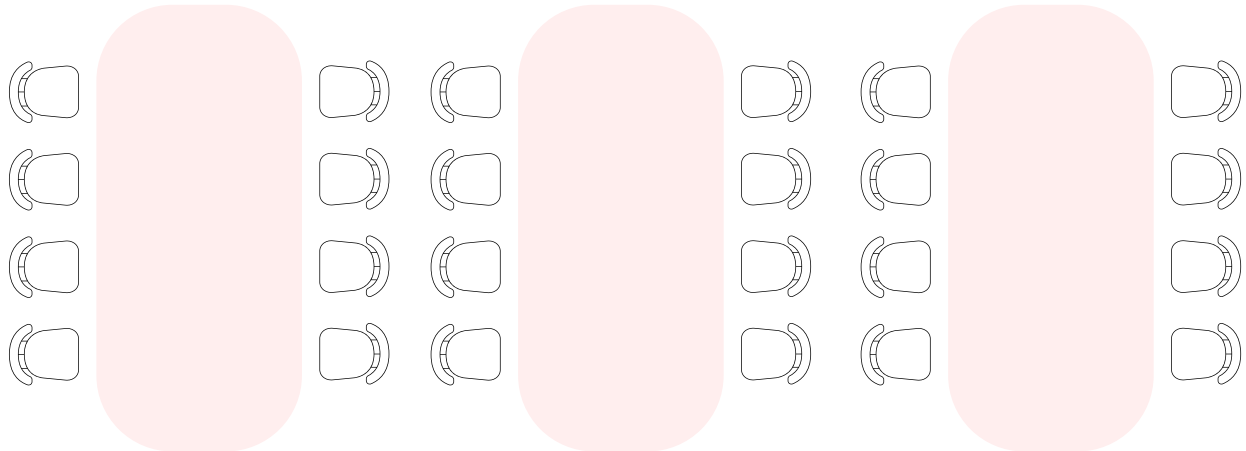


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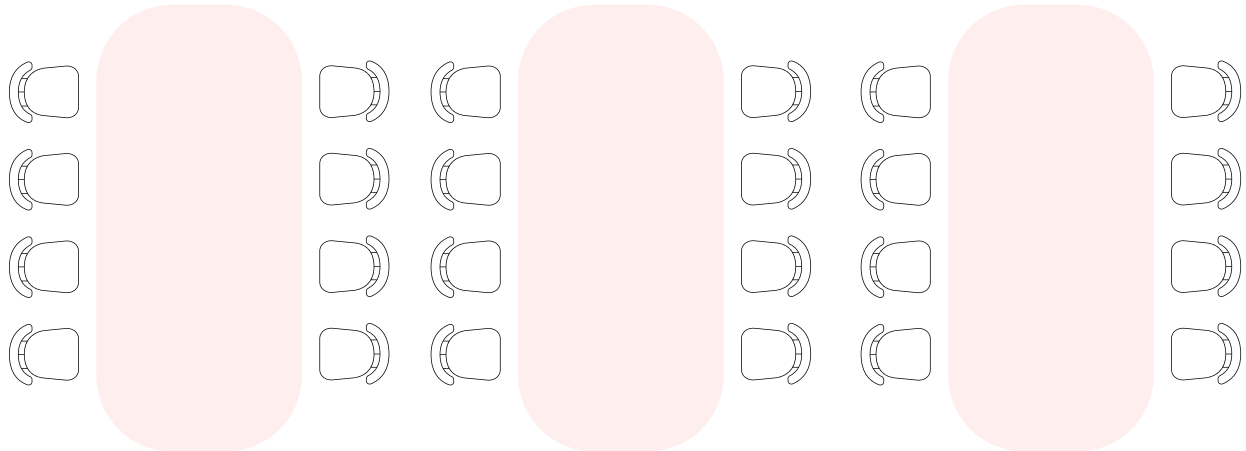


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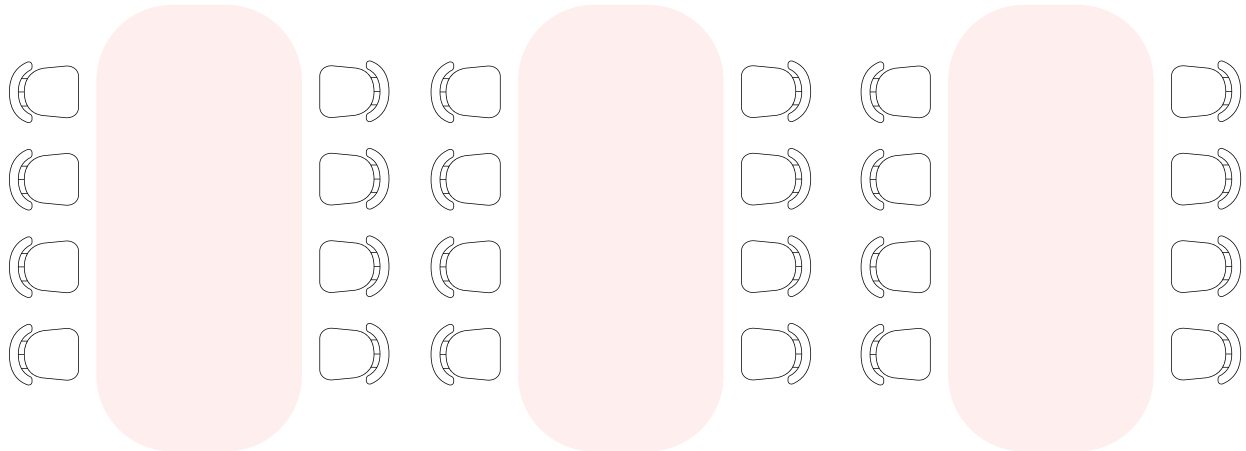


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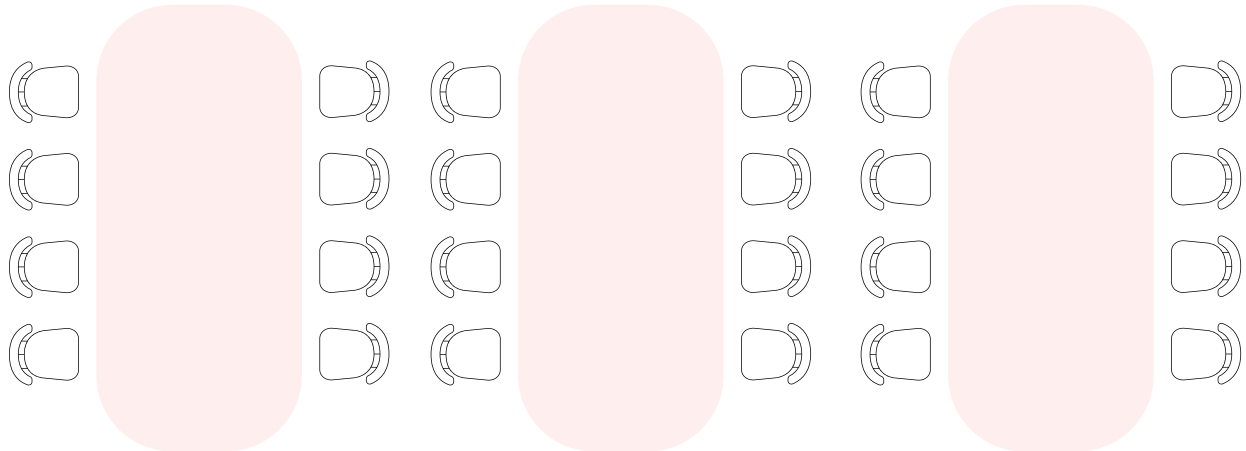


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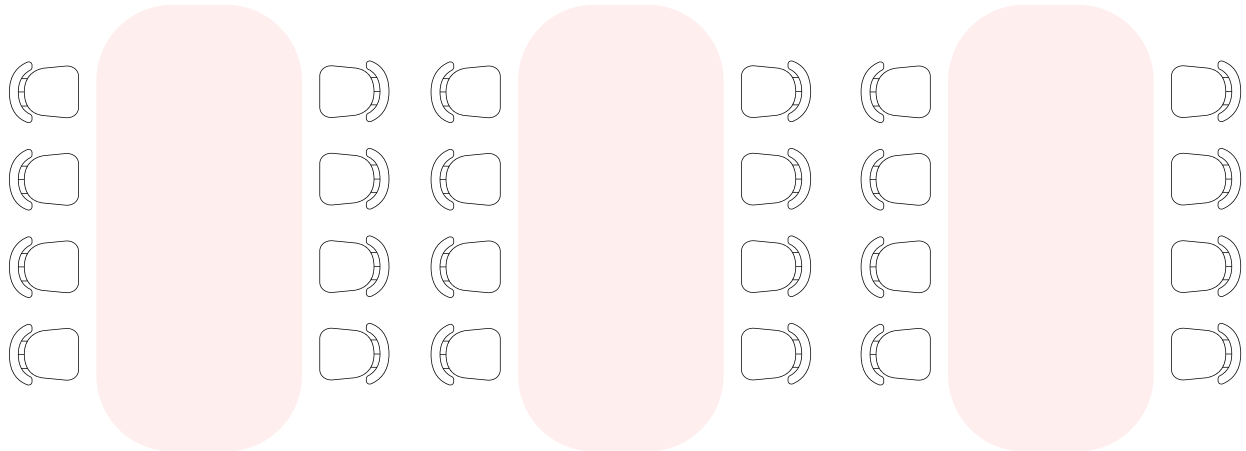


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**2**

*Weeks Before*

## 2 WEEKS BEFORE

- COMPLETE FINAL DRESS FITTING
- PICK UP DRESS
- PACK FOR HONEYMOON
- COMPLETE TIMELINE SHEETS AND SHARE THEM WITH NECESSARY PEOPLE
- COMPLETE DAY OF WEDDING BINDER
- SHARE DAY OF WEDDING BINDER WITH VENDORS AND WEDDING PARTY
- SEND PHOTOGRAPHY SHOT LIST TO PHOTOGRAPHER
- SEND VIDEOGRAPHY LIST TO VIDEOGRAPHER
- SEND FINAL GUEST LIST, SEATING PLAN, MENU TYPE AND ALLERGIES TO CATERER
- ORGANIZE AND PACK ALL STATIONARY, DECOR ETC.
- ORGANIZE ALL WEDDING FAVORS, WELCOME BAGS ETC.
- ORGANIZE WEDDING PARTY GIFTS
- FINALIZE AND PRINT WEDDING VOWS AND SPEECHES
- CLEAN ENGAGEMENT RING
- PUT CASH IN ENVELOPES FOR TIPS AND DELEGATE WHO WILL DISTRIBUTE
- GET HAIRCUT/HAIR COLOR
- BREAK IN YOUR WEDDING SHOES













# TIMELINE SHEETS

## *Brides Timeline*

TIME	TASK
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	

# TIMELINE SHEETS

## *Grooms Timeline*

TIME	TASK
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	

# TIMELINE SHEETS

## *Wedding Day Timeline*

TIME	EVENT
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	

# TIMELINE SHEETS

## *Ceremony Timeline*

TIME	EVENT
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	

# TIMELINE SHEETS

## *Reception Timeline*

TIME	EVENT
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	
00:00	

*Wedding Week*

# 1 WEEK BEFORE

- FINAL PAYMENTS
- PACK EMERGENCY KIT
- PACK A BAG OF WEDDING DAY ESSENTIALS
- CONFIRM VENDOR DETAILS
- CONFIRM RESERVATIONS
- GO FOR MANICURE/PEDICURE
- REHEARSAL

*Wedding Day  
Checklist*



# WEDDING DAY CHECKLIST

## *Bride's Beauty & Grooming*

### MAKE- UP KIT

- FOUNDATION
- CONCEALER
- MASCARA
- EYELINER
- EYESHADOW
- BLUSH
- LIPSTICK/LIP GLOSS
- BRUSHES

### TOUCH-UP KIT

- BLOTTING PAPERS
- PRESSED POWDER
- LIPSTICK FOR TOUCH-UPS

### HAIR PRODUCTS

- HAIRSPRAY
- BOBBY PINS
- HAIR TIES
- COMB/BRUSH

### NAIL KIT

- NAIL POLISH
- NAIL FILE
- NAIL CLIPPERS

# WEDDING DAY CHECKLIST

## *Bride's Wardrobe*

### WEDDING DRESS

WEDDING DRESS

### VEIL/HAIR ACCESSORIES

VEIL

HAIR ACCESSORIES

### SHOES

CEREMONY SHOES

RECEPTION SHOES (IF DIFFERENT)

COMFORTABLE FLATS

### UNDERGARMENTS

UNDERGARMENTS

SHAPEWEAR (IF NEEDED)

### JEWELRY

EARRINGS

NECKLACE

BRACELET

ANY OTHER ACCESSORIES

### OTHER

GARTER

SOMETHING OLD

SOMETHING NEW

SOMETHING BORROWED

SOMETHING BLUE

WRAP/SHAWL

# WEDDING DAY CHECKLIST

## *Emergency Kit*

### **SEWING KIT**

- NEEDLES
- THREAD (MATCHING YOUR DRESS)
- SCISSORS
- SAFETY PINS

### **STAIN REMOVER**

- STAIN REMOVER PEN

### **FIRST AID KIT**

- BAND-AIDS
- PAIN RELIEVERS
- ANTACIDS

### **OTHER**

- TISSUES
- DEODORANT
- WET WIPES

# WEDDING DAY CHECKLIST

## *Groom's Suite*

### WARDROBE

- SUIT/TUXEDO
- DRESS SHIRT
- TIE/BOW TIE
- SHOES
- BELT OR SUSPENDERS
- CUFFLINKS
- POCKET SQUARE
- BOUTONNIERE
- WATCH

### GROOMING ESSENTIALS

- SHAVING KIT
- COLOGNE
- HAIR PRODUCTS
- DEODORANT

### EMERGENCY KIT

- SEWING KIT
- STAIN REMOVER PEN
- BREATH MINTS/GUM
- TISSUES/HANDKERCHIEF

### OTHER

- VOWS
- GIFTS FOR GROOMSMEN
- WALLET
- PHONE AND CHARGER
- SNACKS AND WATER

# WEDDING DAY CHECKLIST

## *Miscellaneous*

### DOCUMENTS

- MARRIAGE LICENSE
- VENDOR CONTRACTS
- CONTACT INFO FOR VENDORS
- VOWS
- SPEECHES

### OTHER

- STAIN REMOVER PEN
- PHONE CHARGER
- PERFUME
- CASH JUST IN CASE
- TIP ENVELOPES
- ID JUST IN CASE
- WEDDING RINGS
- GIFTS/LETTERS
- UMBRELLA

### FOR AFTER THE CEREMONY

- CHANGE OF CLOTHES
- OVERNIGHT BAG
- PACKED HONEYMOON LUGGAGE