

wedding planner

# wedding checklist

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### to do timeline

14+ MONTHS BEFORE	12-14 MONTHS BEFORE
10-12 MONTHS BEFORE	8-10 MONTHS BEFORE
6-8 MONTHS BEFORE	4-6 MONTHS BEFORE

### to do by month

MONTH:	N

MONTH:

MONTH:

MONTH:		

## wedding venues comparison

DETAILS	IST VENUE	2ND VENUE
	NAME:	NAME:
VENUES	ADDRESS:	ADDRESS:
COMPARISON	PHONE:	PHONE:
	EMAIL:	EMAIL:
	WEBSITE:	WEBSITE:
	1	1
IS OUR DATE AVAILABLE?		
SERVICE FEE?		
LOCATION DISTANCE?		
ONE PLUS POINT?		
ONE MINUS POINT?		
DECORATIONS AVAILABILITY?		

# wedding roles

WEDDING ROLE	PERSON NAME	NOTES

### wedding guest list

GUEST NAME	ADDRESS	PHONE #	INVITATION SENT (Y/N)	RSVP [Y/N

### wedding guest list

GUEST NAME	ADDRESS	PHONE #	INVITATION SENT (Y/N)	RSVP [Y/N

### wedding guest list

GUEST NAME	ADDRESS	PHONE #	INVITATION SENT (Y/N)	RSVP [Y/N

## wedding dresses

DRESS NAME:		
DESIGNER:		
PRICE:		
NOTES:	РНОТО	
DDECCNAME		
DRESS NAME:		
DESIGNER:		
PRICE:		
NOTES:	РНОТО	

# wedding list

#### THE COUNTDOWN TO ANY MAJOR TO DO LIST WEDDING CHECKLIST

	4 MONTHS TO GO.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	
	3 MONTHS TO GO.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	
	2 MONTHS TO GO.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	
	ı MONTHS TO GO.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	

## wedding to do list

DAY:	MONTH: DA	TE:						
No.	TO DO							

### wedding day budget planner

ITEMS	BUDGET	SPENT	DONE

### wedding day budget planner

ITEMS	BUDGET	SPENT	DONE

### expense record overview

CATEGORY/ITEM	BUDGETED AMOUNT	ACTUAL AMOUNT
TOTAL		
GRAND BUDGET TOTAL		
AMOUNT SPENT		
AMOUNT LEFT		

### supplier payment tracker

SUPPLIER	TOTAL OWING	AMOUNT PAID	AMOUNT DUE	CUT-OFF DATE

### January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

# February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

### March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			
			Note			



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

## May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

### June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

## August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

## September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

### October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

### November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

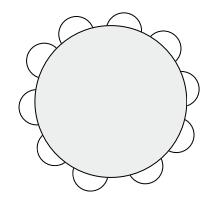
### December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Note			

## round table layout

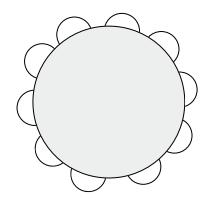
#### 10 SEATER TABLES

#### TABLE NUMBER



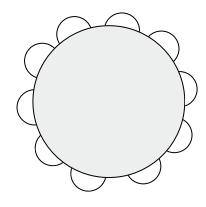
I	
2	
3	
4	
5	
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IO	

#### TABLE NUMBER



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2	
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#### TABLE NUMBER

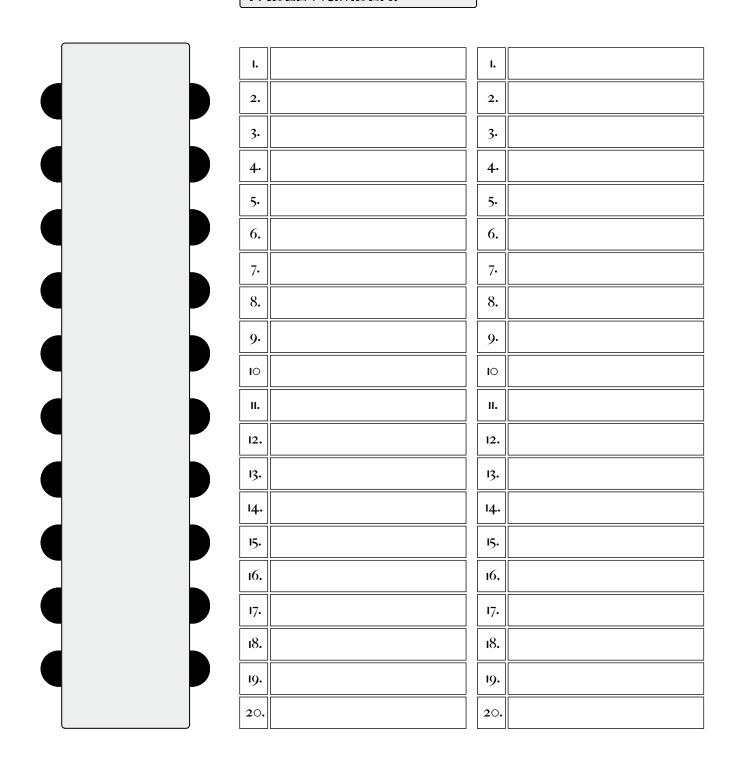


I	
2	
3	
4	
5	
6	
7	
8	
9	
IO	

## banquet table layout

#### 40 SEATER TABLE

#### TABLE NUMBER:



### table seating chart planner

TABLE NUMBER:	TABLE NUMBER:
I.	I.
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
IO	Ю
TABLE NUMBER:	TABLE NUMBER:
TABLE NUMBER:	TABLE NUMBER:
	I.
	1.   2
1.   2   3	1.   2   3
I.   2   3   4	1.   2   3   4
1.   2   3   4   5	I.   2   3   4   5
1.   2   3   4   5   6	1.   2   3   4   5   6
1.   2   3   4   5   6   7	1.   2   3   4   5   6   7

# appointments

DATE	TIME	APPOINTMENT DETAILS

# shopping list

ITEM	SUPPLIER	PRICE	<b>/</b>

# service providers

BUSINESS NAME:	
SERVICE PROVIDED:	
PHONE:	
EMAIL:	
NOTES:	
BUSINESS NAME:	
SERVICE PROVIDED:	
PHONE:	
EMAIL:	
NOTES:	
BUSINESS NAME:	
SERVICE PROVIDED:	
PHONE:	
EMAIL:	
NOTES:	
BUSINESS NAME:	
SERVICE PROVIDED:	
PHONE:	
EMAIL:	
NOTES:	

# service providers

BUSINESS NAME:	
SERVICE PROVIDED:	
PHONE:	
EMAIL:	
NOTES:	
BUSINESS NAME:	
SERVICE PROVIDED:	
PHONE:	
EMAIL:	
NOTES:	
BUSINESS NAME:	
SERVICE PROVIDED:	
PHONE:	
EMAIL:	
NOTES:	
BUSINESS NAME:	
SERVICE PROVIDED:	
PHONE:	
EMAIL:	
NOTES:	

# bookings & deposits

BOOKING MADE	DATE	TOTAL COST	DEPOSIT PAID

# bookings & deposits

BOOKING MADE	DATE	TOTAL COST	DEPOSIT PAID

# expenses tracker

DATE	EXPENSE	AMOUNT

### priority photo shots

PHC	OTO PRIORITY SHOTS:

# transportation

FROM LOCATION:
TO LOCATION
NOTES:
FROM LOCATION:
TO LOCATION
NOTES:
FROM LOCATION:
TO LOCATION
NOTES:

# wedding gifts tracker

GIFT DESCRIPTION	GIVEN BY	SENT THANKS

# wedding gifts tracker

GIFT DESCRIPTION	GIVEN BY	SENT THANKS

