

You're Getting Married!

ONCE IN A WHILE, RIGHT IN THE MIDDLE OF ORDINARY LIFE, LOVE GIVES YOU A FAIRYTALE.

I'M HERE TO HELP YOU BRING IT TO LIFE. THIS IS YOUR OFFICIAL WEDDING PREP PACKET AND TOGETHER WE WILL USE THIS TO CURATE YOUR DREAM WEDDING DAY PLAN!

After filling out this information packet and following up with our pre wedding planning meeting, I will have all the tools to create the following complete wedding day guide for you:

Bridal Timeline - Grooms Timeline - Master Timeline - Vendor Contact List - Important persons Contact List - Walking Schedule - Ceremony Schedule - Design Check - Song List - Photo List

All of the above will be proofed by you and printed for distribution at rehearsal or morning of your wedding.



Wedding & Event Expert's /WEE
(505) 633-6929
Sheree@theweddingceremonycompany.com

Let's Make a Plan!

This is it! We are gathering all of the information needed to make your day flow with elegance and grace. Take some time looking through this packet and fill it out as you go. Please have this filled out to the best of your ability and sent back to me at least a two weeks before your Wedding day.

Ready to get started?!

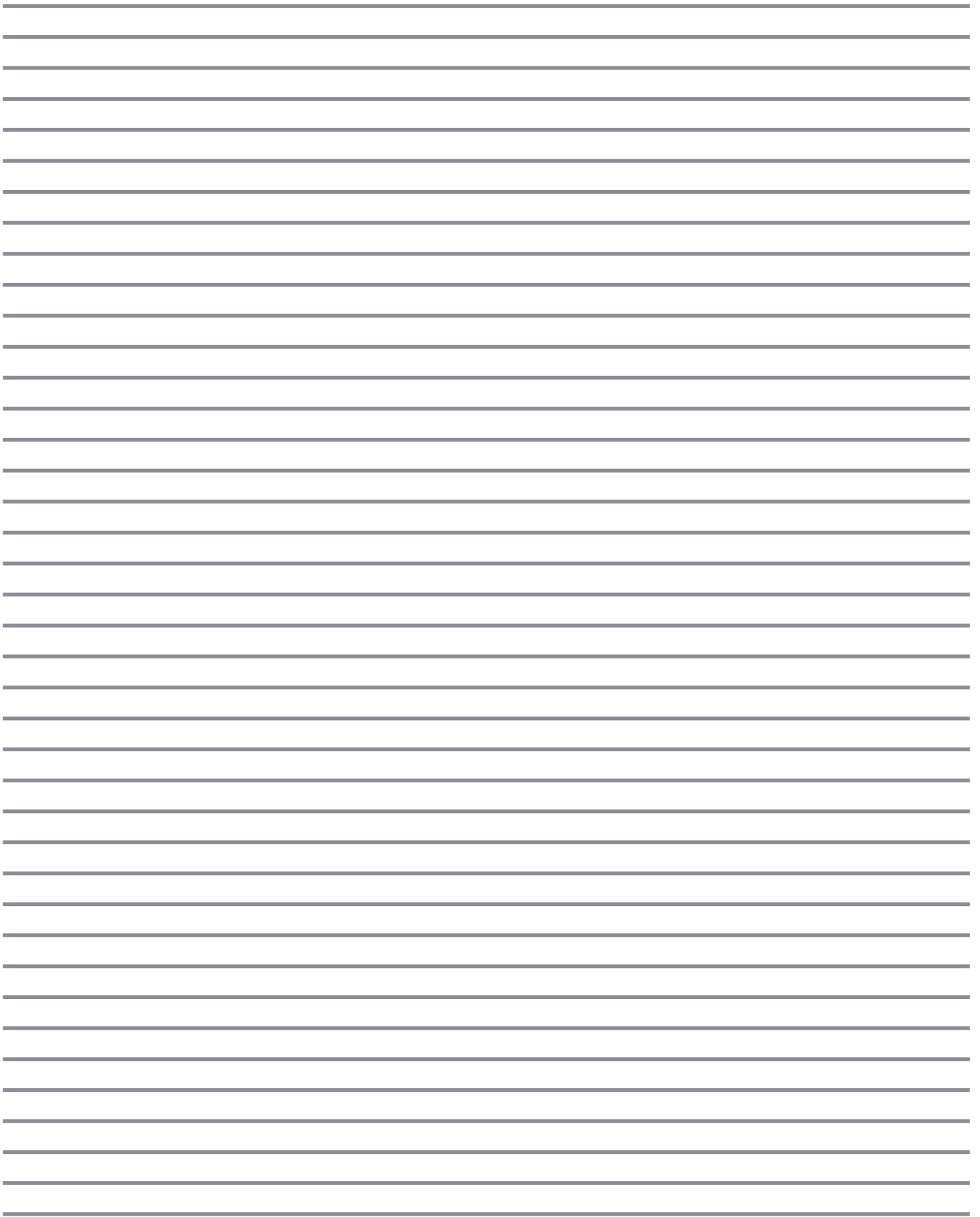
The Couple

Wedding Party In Walking Order

Family Walking In Order

Will groomsmen be escorting family members?

Yes No



Vendors

Photographer

Name / Company

Best Contact (Email / Phone)

Yes No

Have you submitted your must have photo list?

What time are they arriving?

Yes No

Have they been paid in full yet?

Videographer

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

What time are they arriving?

Makeup

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

What time are they arriving?

I'm going to a salon!

They are coming to me!

Hair

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

What time are they arriving?

I'm going to a salon!

They are coming to me!

Vendors

Catering

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

What time are they arriving?

Bar Service

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

What time are they arriving?

Florals

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

What time are they arriving?

Where will they be delivering flowers? What is your order? Attach if possible.

DJ / Entertainment

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

What time are they arriving?

Yes No

Are they also covering the ceremony?

If not, who is providing ceremony music?

Vendors

Lighting Designer

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

When and where will they be setting up?

Cake / Desserts

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

When and where will they be delivering?

Favors Vendor

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

When and where will they be delivering?

Rentals Vendor

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

When and where will they be delivering?

Any additional information I know about rentals? If possible, please attach a list of items rented.

Vendors

Venue Info

Name / Company

Address

Any additional information I should know about the venue, please attach.

Transportation

Name / Company

Best Contact (Email / Phone)

Yes No

Have they been paid in full yet?

List all the pick up and drop off locations for transportation:

Other

*You are doing
amazing!*

TAKE BREATHING BREAKS
DRINK LOTS OF WATER
AND ALWAYS REMEMBER TO MOISTURIZE!

Let's Get More Details

Contact List

READY TO KEEP GOING?
LET'S GET SOME MORE INFORMATION!
PLEASE PROVIDE A NAME AND NUMBER FOR PEOPLE WE NEED TO
CONTACT DAY OF THAT WE MIGHT NOT HAVE ALREADY.

Maid of Honor _____

Best Man _____

Parent _____

Parent _____

Other _____

Other _____

Other: _____

Other: _____

Lovely!

NOW LET'S TALK ACTIVITIES! SOME COUPLES DECIDE TO DO ACTIVITIES DURING
THE CEREMONY AS WELL AS THE RECEPTION. WHAT WOULD YOU LIKE TO DO?

Ceremony

- Sand Ceremony
- Wine Ceremony
- Unity Candle
- Handfasting & Tying
the KNot
- Water Ceremony
- Love Letter Ceremony
- Planting a Tree
- Other:

Religious **or**
Non Denominational

Bible Readings _____

Activities

Reception

- | | |
|--|---|
| <input type="checkbox"/> Prayer | <input type="checkbox"/> Photo Booth |
| <input type="checkbox"/> Table Games | <input type="checkbox"/> Message in a Bottle |
| <input type="checkbox"/> "Class Picture" | <input type="checkbox"/> Coloring Bar |
| <input type="checkbox"/> Karaoke | <input type="checkbox"/> Lawn Games |
| <input type="checkbox"/> Bouquet Toss | <input type="checkbox"/> Garter Toss |
| <input type="checkbox"/> Cake Cutting | <input type="checkbox"/> Centerpiece Giveaway |
| <input type="checkbox"/> Polaroid Book | <input type="checkbox"/> Receiving Line |
| <input type="checkbox"/> Meal Blessing | <input type="checkbox"/> Other: |

- Saving Anniversary Cake Tier (Have A Container?)

Activity Notes

Dances

- | | |
|--|--|
| <input type="checkbox"/> First Dance | <input type="checkbox"/> Father - Daughter |
| <input type="checkbox"/> Mother - Son | <input type="checkbox"/> Money Dance |
| <input type="checkbox"/> Anniversary Dance | <input type="checkbox"/> Other: |

You are the star of the Show!

THERE ARE A LOT OF WEDDING VARIATIONS, PRACTICES, AND ACTIVITIES.
LET YOUR DAY REFLECT WHO YOU ARE AND IT WILL BE PERFECT!

Logistics

Other Logistics

Will you be having a cocktail hour between the ceremony and reception?

Yes / No

Are you wanting to join cocktail hour?

Yes / No

Where will cocktail hour be happening?

If you are NOT having a cocktail hour, what are you doing instead?

Who's car is getting loaded with gifts?

Name:

Phone:

Is dinner buffet style or plated?

Do you have a list of essential people making toasts?

Are you cutting your own cake or is catering?

We Are! / Catering!

Do you have a clean up plan in place?

Yes / No

How late do we have the venue?

Are you making a Grand Entrance?

Yes / No

Any set up or props for this?

Are you making a Grand Exit?

Yes / No

Any set up or props for this?

What time would you like to exit?

Are you writing your own vows?

Yes / No

If yes, email vows to sheree@theweddingceremonycompany.com and we will hand to you during reception.

Logistics

Set Up

Do you have a decoration set up crew for all spaces?

Yes / No

Who knows the decor plan!

Notes about set up / decorating you need me to know: (Feel free to also just attach photos if you like.)

Anything Else

IS THERE ANYTHING ELSE LOGISTICALLY YOU CAN THINK OF THAT WAS NOT INCLUDED? FEEL FREE TO INCLUDE IT HERE! EVERY WEDDING IS UNIQUE, WHAT SHOULD I KNOW ABOUT YOURS?

Bridal Schedule

EVERYTHING WE NEED TO PLAN YOUR DAY!

What time are you waking up?

Do you have to travel to get ready space?

Where are you getting ready?

Is your bridal party getting ready with you?

Yes / No

Need help setting up get ready space?

Yes / No

Does the bridal party have a Hair + Makeup team?

Yes / No

Are you exchanging gifts with your fiance?

Yes / No

Are you choosing to see one another before?

Yes / No

Are you doing a First Look?

Yes / No

If so, when and where?

Are you doing any activities with your
bridal party?

Are you giving gifts to your bridal party?

Any other notes?

Gorgeous!

WE'RE GOING TO MAKE IT ALL ABOUT YOU!

Grooms Schedule

EVERYTHING WE NEED TO PLAN YOUR DAY!

What time are you waking up?

Do you have to travel to get ready space?

Where are you getting ready?

When are you going to the venue?

Is your grooms party getting ready with you?

Yes / No

Would you like help setting up get ready space?

Yes / No

Does your grooms party have a styling team?

Yes / No

Do you have a stylist team coming to you?

Yes / No

Do you need to go to a barber/salon on the morning of?

Yes / No

Who is pinning your boutonniere?

Are you giving gifts to your party?

Yes / No

Are you giving your rings to the best man?

Yes / No

Are you doing any activities with your
groomsmen during the get ready time?

Are you giving your fiance a gift?

Any other notes?

Wonderful!

WE'RE GOING TO MAKE IT ALL ABOUT YOU!

Absolutely Stunning!

SOME OF THE MOST BEAUTIFUL MOMENTS OF
YOUR LIVES ARE JUST AROUND THE CORNER.

The following pages are lists that I would love to have, but you can also use them to send to your vendors! If there is absolutely anything else you would like me to know that was not covered in this packet, please feel free to attach it when you send this to me. This could be anything from photos of decorations or items that you need me to see, to lists or schedules you want me to see that you have made so far. I hope you have felt all the wedding excitement as you filled this packet out and that you feel wonderfully prepared for your special celebration of love!



Must Have Photos

The Couple

Pre Ceremony

PHOTO INSIDE HOTEL SUIT, ask room #

- | | |
|---|--|
| <input type="checkbox"/> Bridal Party Getting Ready | <input type="checkbox"/> Groom with his Parents |
| <input type="checkbox"/> Grooms Party Getting Ready | <input type="checkbox"/> Bride with Bridesmaids |
| <input type="checkbox"/> First Look | <input type="checkbox"/> Bride with Parents |
| <input type="checkbox"/> Putting on Wedding Dress | <input type="checkbox"/> Bride with Groomsmen |
| <input type="checkbox"/> Shots of Bride in Empty Church | <input type="checkbox"/> Groom with Bridesmaids |
| <input type="checkbox"/> Letters to Each Other | <input type="checkbox"/> No Looking - Hand Holding |
| <input type="checkbox"/> Other: | |

Ceremony

- | | |
|--|--|
| <input type="checkbox"/> Grooms Parents Walking | <input type="checkbox"/> Readers / Speakers at Wedding |
| <input type="checkbox"/> Brides Mother Walking | <input type="checkbox"/> Giving Bride Away |
| <input type="checkbox"/> Grandparents Walking | <input type="checkbox"/> Unity Sand Ceremony |
| <input type="checkbox"/> Wedding Party Walking | <input type="checkbox"/> Other Unity Activities |
| <input type="checkbox"/> <small>3rd chandelier bride and groom exiting will pause for photo</small>
Bride Walking! <3 | <input type="checkbox"/> Signing Marriage Certificate |
| <input type="checkbox"/> Groom's Reaction! <3 | <input type="checkbox"/> First Kiss |
| <input type="checkbox"/> Bride and Groom Leaving | <input type="checkbox"/> Other: |

Photos Continued

Post Ceremony

- | | |
|---|---|
| <input type="checkbox"/> Family Photos | <input type="checkbox"/> Photos with Wedding Party |
| <input type="checkbox"/> Bride and Groom Holding Hands | <input type="checkbox"/> Shots of Bride in Empty Church |
| <input type="checkbox"/> Bride and Groom Kissing | <input type="checkbox"/> Letters to Each Other |
| <input type="checkbox"/> Groom Kissing Bride's Forehead | <input type="checkbox"/> Other: |

Reception

- | | |
|--|--|
| <input type="checkbox"/> Grand Entrance | <input type="checkbox"/> Cake Cutting |
| <input type="checkbox"/> Sitting at Head Table | <input type="checkbox"/> Toasts/ Cheers |
| <input type="checkbox"/> First Dance | <input type="checkbox"/> Mother / Son Dance |
| <input type="checkbox"/> Father / Daughter Dance | <input type="checkbox"/> Bouquet Toss |
| <input type="checkbox"/> Garter Toss | <input type="checkbox"/> Bride and Groom Getaway Car |
| <input type="checkbox"/> Sunset Photo | <input type="checkbox"/> Grand Exit |

Details

- | | |
|--|--|
| <input type="checkbox"/> Inside / Outside Venue Spaces | <input type="checkbox"/> Bouquet |
| <input type="checkbox"/> Rings | <input type="checkbox"/> Boutonniere |
| <input type="checkbox"/> Accessories | <input type="checkbox"/> Corsage |
| <input type="checkbox"/> Wedding Dress | <input type="checkbox"/> Dessert Table |
| <input type="checkbox"/> Cake | <input type="checkbox"/> Centerpieces |
| <input type="checkbox"/> Hanging Bridesmaid Dresses | <input type="checkbox"/> Stationary |
| <input type="checkbox"/> Other: | |

Our Song List

Ceremony

Waiting Music

(As people filter in and find their seats)

Family Walking Down Aisle

Wedding Party Processional

Bride Entrance

Wedding Party Recessional

Leaving Music

Reception

Grand Entrance

First Dance

Father Daughter Dance

Mother Son Dance

During Speeches

Cake Cutting

Bouquet Toss

Garter Toss

Last Dane

Grand Exit

The Checklist

A few reminders to check in with in the last couple months of planning! The big day is just around the corner, I am so excited for you and for how prepared you are going to be!

- Confirm Details with Vendors
- Order any Wedding Programs or Last Minute Stationary
- Order Thank You Notes
- Confirm Honeymoon Bookings
- Follow up with RSVP's
- Send out as many payments as possible
- Meet with photographer to discuss shots and schedule
- Organize guest book, cake, servers, any small decor that is left
- Confirm # of centerpieces, bouquets, boutonnieres with florist
- Give final schedules to any important parties (We will make our schedule and get it sent to you ASAP!)
- Give final guest count to caterer
- Break in your shoes
- Get any waxing / threading done about a week before the wedding
- Finalize your vows
- Print and have both parties send a copy of their vows to me just in case
- Don't forget the Marriage License
- Get final hair prep done
- have final payments or cash ups ready for me to distribute to vendors
- Check in with your officiant and make sure all scripts or speeches have been prepared
- Organize all day of gifs for everyone and get them packed
- Pack your getaway car bag
- Drink water and Mentally Prepare to get MARRIED!

You Did It!

CONGRATULATIONS ON FINISHING THIS PLANNING PACKET! THAT WAS A LOT OF INFORMATION AND YOU DID WONDERFUL!

THERE ARE A FEW THINGS YOU CAN DO NOW! YOU CAN BRING THIS PACKET TO OUR FIRST MEETING IF WE ARE MEETING IN PERSON.

- OR -

YOU CAN UNPIN AND SCAN THE PAGES TO EMAIL AT:
SHEREE@THEWEDDINGCEREMONYCOMPANY.COM

PLEASE REMEMBER TO RETURN ASAP. THANK YOU FOR RETURNING THIS, I WILL BE CREATING YOUR OFFICIAL WEDDING TIMELINES AND BRINGING THEM WITH ME TO YOUR REHEARSAL CEREMONY ON _____

