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wedding

B I N D E R

PRINTABLE VERSION



WEDDING DAY BINDER

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WEDDING EVENTS

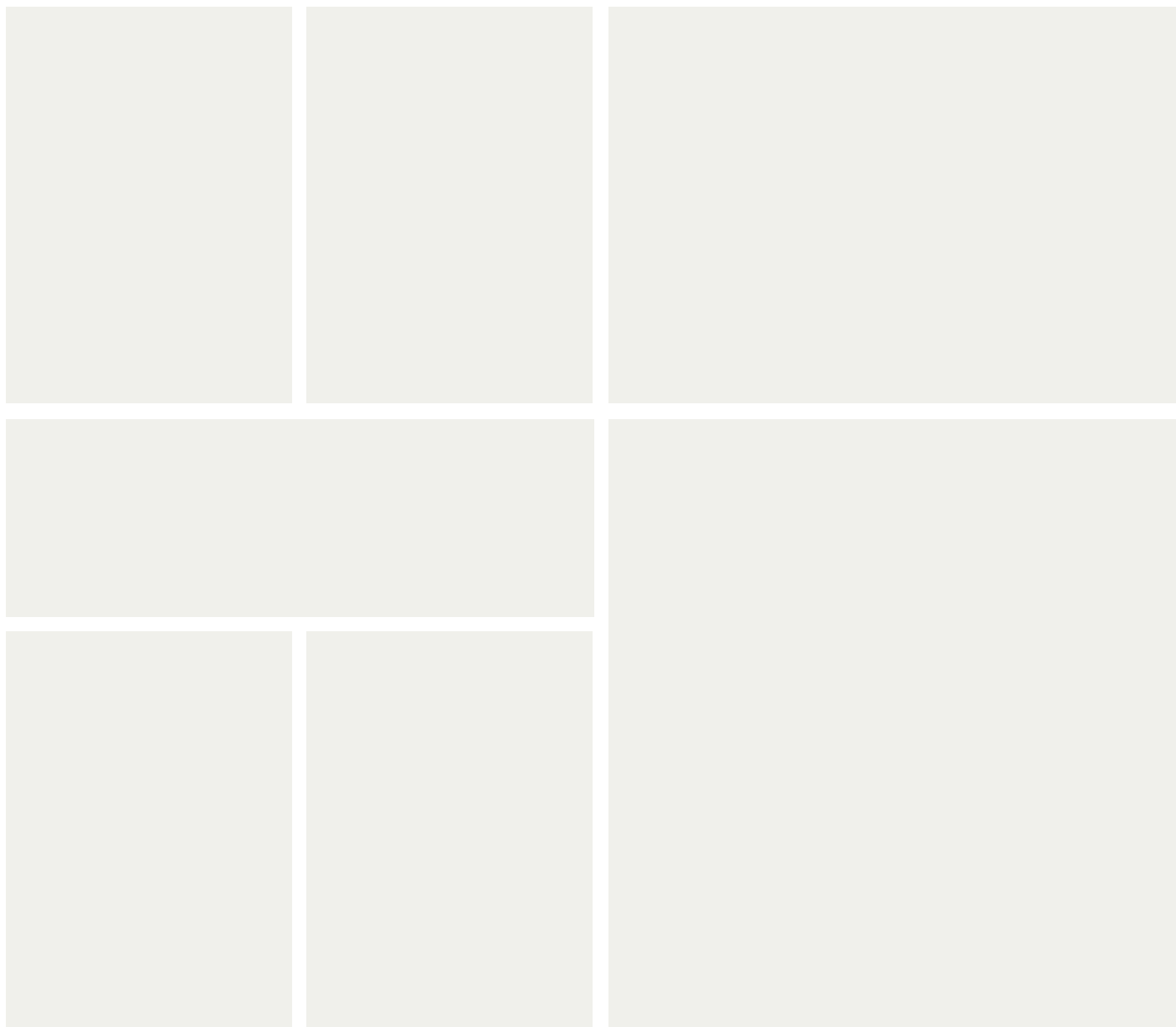
CEREMONY VENUE

RECEPTION VENUE

EMERGENCY PLANNER

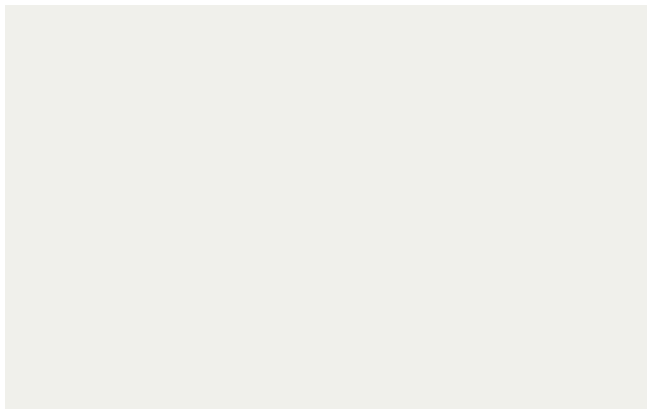
THE WEDDING

MOOD BOARD



THE WEDDING

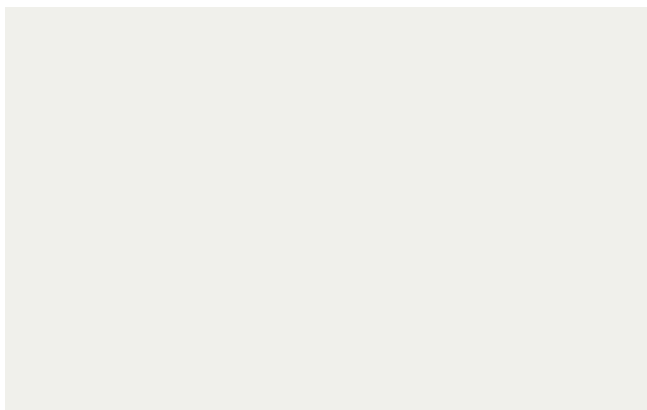
W E E K E N D



FRIDAY

DATE:

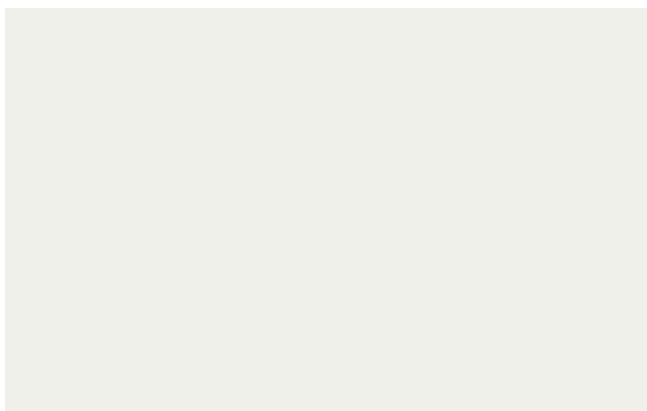
Important Times



SATURDAY

DATE:

Important Times



SUNDAY

DATE:

Important Times



THE EVENTS

OVERVIEW

THE EVENT

Date :

Time :

Description of events

THE EVENT

Date :

Time :

Description of events

THE EVENT

Date :

Time :

Description of events

THE EVENT

Date :

Time :

Description of events

ADDRESSES

TRANSPORTATION

DRESS CODE

CEREMONY VENUE

INFORMATION



THE VENUE

Contact Person:

Email:

More Info:

RECEPTION VENUE

INFORMATION



THE VENUE

Contact Person:

Email:

More Info:

EMERGENCY

PLANNER

EMERGENCY	WHAT TO DO



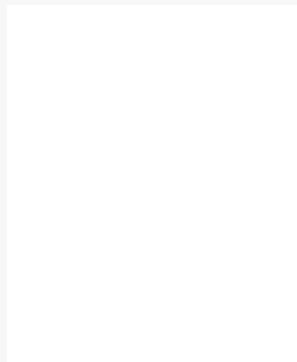
the CONTACTS

WHO TO CALL

VENDORS

WHO TO CALL

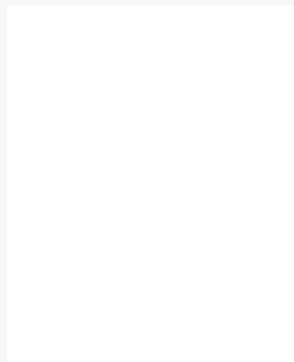
IMPORTANT CONTACTS



Name:

Role:

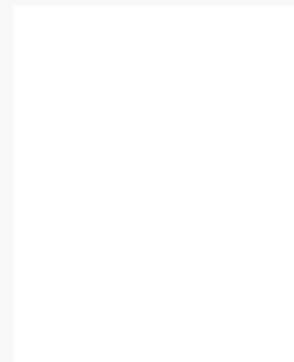
Phone:



Name:

Role:

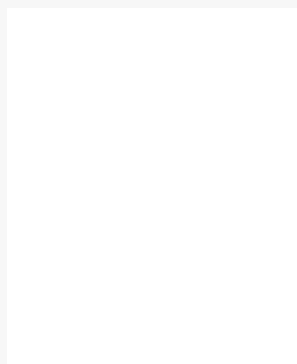
Phone:



Name:

Role:

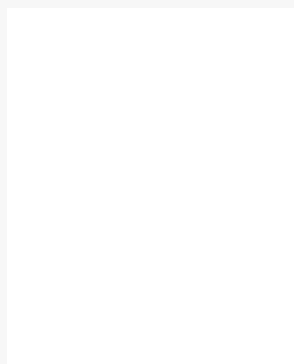
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Name:

Role:

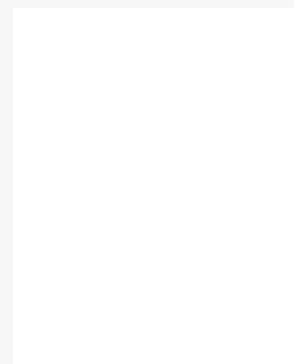
Phone:



Name:

Role:

Phone:



Name:

Role:

Phone:

VENDOR CONTACTS

VENUE

Name	Address	Phone
------	---------	-------

PHOTOGRAPHER

Name	Address	Phone
------	---------	-------

VIDEOGRAPHER

Name	Address	Phone
------	---------	-------

CATERER

Name	Address	Phone
------	---------	-------

WEDDING PLANNER

Name	Address	Phone
------	---------	-------

TRANSPORTATION

Name	Address	Phone
------	---------	-------

FLORIST

Name	Address	Phone
------	---------	-------

HAIR STYLIST

Name	Address	Phone
------	---------	-------

MAKEUP ARTIST

Name	Address	Phone
------	---------	-------

LIVE BAND/ DJ

Name	Address	Phone
------	---------	-------

OFFICIANT

Name	Address	Phone
------	---------	-------



the IMPORANT ROLES

WEDDING PARTY

THE BRIDESMAIDS

THE GROOMSMEN

IMPORATANT ROLES

THE WEDDING PARTY

BRIDE + GROOM

MAID OF HONOR

Name

Contact

BRIDESMAIDS #1

Name

Contact

BRIDESMAIDS #2

Name

Contact

BRIDESMAIDS #3

Name

Contact

FLOWER GIRL

Name

Contact

BEST MAN

Name

Contact

GROOMSMEN #1

Name

Contact

GROOMSMEN #2

Name

Contact

GROOMSMEN #3

Name

Contact

RING BEARER

Name

Contact

THE BRIDESMAIDS

INFORMATION

MAID OF HONOR

Name

Contact

BRIDESMAID

Name

Contact

BRIDESMAID

Name

Contact

BRIDESMAID

Name

Contact

BRIDESMAID

Name

Contact

BRIDESMAID

Name

Contact

THE GROOMSMEN

INFORMATION

BEST MAN

Name

Contact

GROOMSMEN

Name

Contact

GROOMSMEN

Name

Contact

GROOMSMEN

Name

Contact

GROOMSMEN

Name

Contact

GROOMSMEN

Name

Contact

WEDDING ROLES

AND RESPONSIBILITIES

GUESTBOOK ATTENDENTS

<hr/> <i>Name</i>	<hr/> <i>Name</i>	<hr/> <i>Name</i>
Responsibilities	Responsibilities	Responsibilities
•	•	•
•	•	•
•	•	•

USHERS

<hr/> <i>Name</i>	<hr/> <i>Name</i>	<hr/> <i>Name</i>
Responsibilities	Responsibilities	Responsibilities
•	•	•
•	•	•
•	•	•

CANDLE LIGHTERS

<hr/> <i>Name</i>	<hr/> <i>Name</i>	<hr/> <i>Name</i>
Responsibilities	Responsibilities	Responsibilities
•	•	•
•	•	•
•	•	•

WEDDING ROLES

AND RESPONSIBILITIES

MASTER OF CEREMONIES (MC)

Name

Responsibilities

-
-
-

DECOR COORDINATOR

Name

Responsibilities

-
-
-

Name

Responsibilities

-
-
-

Name

Responsibilities

-
-
-

CLEAN UP CREW

Name

Responsibilities

-
-
-

Name

Responsibilities

-
-
-

Name

Responsibilities

-
-
-

WEDDING ROLES

AND RESPONSIBILITIES

GIFT ATTENDENTS

<i>Name</i>
Responsibilities
•
•
•

<i>Name</i>
Responsibilities
•
•
•

<i>Name</i>
Responsibilities
•
•
•

READERS

<i>Name</i>
Responsibilities
•
•
•

<i>Name</i>
Responsibilities
•
•
•

<i>Name</i>
Responsibilities
•
•
•

CHILD CARE

<i>Name</i>
Responsibilities
•
•
•

<i>Name</i>
Responsibilities
•
•
•

<i>Name</i>
Responsibilities
•
•
•



The WEDDING DAY

TASK LIST

BEAUTY TIMELINE

THE LOOKS

CEREMONY ORDER

THE ENTRANCE

THE RECESSIONAL

COCKTAIL HOUR

RECEPTION EVENTS

ORDER OF SPEECHES

THE WEDDING DAY

TASK LIST

THE WEDDING DAY

TASK LIST

[illegible]

HAIR + MAKEUP

SCHEDULE

BRIDE |

 Makeup

Time:

Makeup style:

 Hair

Time:

Hair style:

BRIDESMAID |

 Makeup

Time:

Makeup style:

 Hair

Time:

Hair style:

BRIDESMAID |

 Makeup

Time:

Makeup style:

 Hair

Time:

Hair style:

BRIDESMAID |

 Makeup

Time:

Makeup style:

 Hair

Time:

Hair style:



HAIR STYLIST 

Name

Contact

MAKEUP ARTIST

Name

Contact

HAIR + MAKEUP

SCHEDULE

BRIDESMAID |

 Makeup *Time:*
Makeup style:

 Hair *Time:*
Hair style:

BRIDESMAID |

 Makeup *Time:*
Makeup style:

 Hair *Time:*
Hair style:

BRIDESMAID |

 Makeup *Time:*
Makeup style:

 Hair *Time:*
Hair style:

BRIDESMAID |

 Makeup *Time:*
Makeup style:

 Hair *Time:*
Hair style:

HAIR STYLIST 

Name

Contact

MAKEUP ARTIST

Name

Contact



HAIR + MAKEUP

INFORMATION

THE BRIDE

THE HAIR

THE MAKEUP

THE BRIDESMAID | NAME HERE

THE HAIR

THE MAKEUP

HAIR + MAKEUP

INFORMATION

THE HAIR

THE MAKEUP

THE BRIDESMAID | NAME HERE

THE HAIR

THE MAKEUP

THE CEREMONY

ORDER OF EVENTS

PROCESSIONAL

WELCOME + INTRO BY OFFICIANT

SPECIAL READINGS

LIVE PERFORMANCES

VOWS

RINGS

UNITY MOMENT

DECLARATION OF MARRIAGE

RECESSIONAL



THE CEREMONY

ENTRANCE

01 MOM OF BRIDE + GROOM

Name + Name

02 OFFICIANT

Name

03 BRIDESMAID + GROOMSMEN

Name + Name

04 BRIDESMAID + GROOMSMEN

Name + Name

05 BRIDESMAID + GROOMSMEN

Name + Name

06 MAID OF HONOR + BEST MAN

Name + Name

07 FLOWER GIRL + RING BEARER

Name + Name

08 BRIDE + FATHER OF THE BRIDE

Name + Name

THE CEREMONY

RECESSIONAL

01 BRIDE + GROOM

Name + Name

02 FLOWER GIRL + RING BEARER

Name + Name

03 BRIDESMAID + GROOMSMEN

Name + Name

05 BRIDESMAID + GROOMSMEN

Name + Name

06 BRIDESMAID + GROOMSMEN

Name + Name

07 OFFICIANT

Name

08 BRIDE + GROOM FAMILY

COCKTAIL HOUR

INFORMATION

OVERVIEW

Location

Time

Drink Menu

Appetizers

Activities Offered

Person In Charge

TIMELINE



THE RECEPTION

ORDER OF EVENTS

COCKTAIL HOUR

DINNER

TOASTS

DANCE

CAKE CUTTING

BOUQUET TOSS

SPARKLER SEND - OFF

ORDER OF S P E E C H E S

OI Parents of the Groom |

O2 Parents of the Bride |

O3 Groomsmen |

O4 Bridesmaid |

O5 Bestman |

O6 Maid of Honor |

O7 Brides Siblings |

O8 Grooms Siblings |

O9 Relationship to the couple here |

IO Relationship to the couple here |



the MUSIC

CEREMONY

RECEPTION

COCKTAIL HOUR

PARTY MUSIC

DO NOT PLAY LIST

THE WEDDING

MUSIC LIST

THE CEREMONY

01 Officiant |

The Song

02 Parents of the Groom |

The Song

03 Parents of the Bride |

The Song

04 Grandparents |

The Song

05 Groom |

The Song

06 Groomsmen + Bridesmaid |

The Song

07 Groomsmen + Bridesmaid |

The Song

08 Bestman + Maid of Honor |

The Song

09 Flower Girl + Ring Bearer |

The Song

10 Flower Girl + Ring Bearer |

The Song

THE WEDDING

MUSIC LIST

THE RECEPTION

01 Grand Entrance

The Song

02 First Dance

The Song

03 Daughter, Father Dance

The Song

04 Son, Mom Dance

The Song

05 Extra

The Song

06 Cake Cutting

The Song

07 Bouquet Toss

The Song

08 Garter Toss

The Song

09 Last Dance

The Song

10 Extra

The Song

COCKTAIL HOUR REQUESTED MUSIC LIST

[illegible]

RECEPTION PARTY REQUESTED MUSIC LIST

[illegible]

THE WEDDING

MUSIC LIST

RECEPTION DO NOT PLAY LIST

[illegible]



the TIMELINES

MASTER TIMELINE

GUESTS TIMELINE

THE DAY BEFORE

THE WEDDING DAY

THE DAY AFTER

WEDDING PARTY

BRIDES TIMELINE

GROOMS TIMELINE

FAMILIES TIMELINE

TRANSPORTATION

TRANSPORTATION CHART

WEDDING TIMELINE

MASTER SCHEDULE

WEDDING TIMELINE

MASTER SCHEDULE

WEDDING TIMELINE

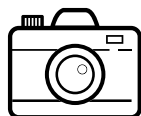
MASTER SCHEDULE

WEDDING TIMELINE

MASTER SCHEDULE

THE GUESTS

TIMELINE



WEDDING
CEREMONY

FAMILY
PHOTOS

COCKTAIL
HOUR

RECEPTION
+ DINNER

OPEN
DANCE
FLOOR

SEND
OFF

ADDRESSES

TRANSPORTATION

DRESS CODE

THE WEDDING DAY

DETAILED TIMELINE

THE DAY BEFORE

DETAILED TIMELINE

[illegible]

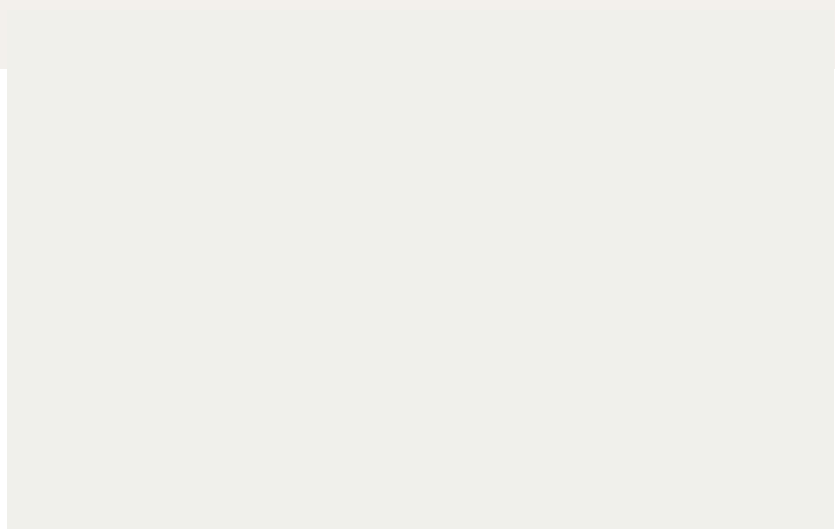
THE DAY AFTER

DETAILED TIMELINE

[illegible]

THE WEDDING PARTY

TIMELINE



BRIDESMAIDS

GROOMSMEN

CONTACTS

Maid of Honor

Best Man

Thank you!

THE BRIDES

TIMELINE

THE GROOMS

TIMELINE

[illegible]

THE FAMILIES

TIMELINE

TRANSPORTATION

BRIDAL PARTY SCHEDULE

TRANSPORTATION

EVENING SCHEDULE

TRANSPORTATION

SCHEDULE



the FOOD + DRINKS

DRINK MENU

REHEARSAL DINNER

COCKTAIL HOUR

RECEPTION MENU

GUESTS FOOD RESTRICTIONS

SIGNATURE DRINKS

M E N U

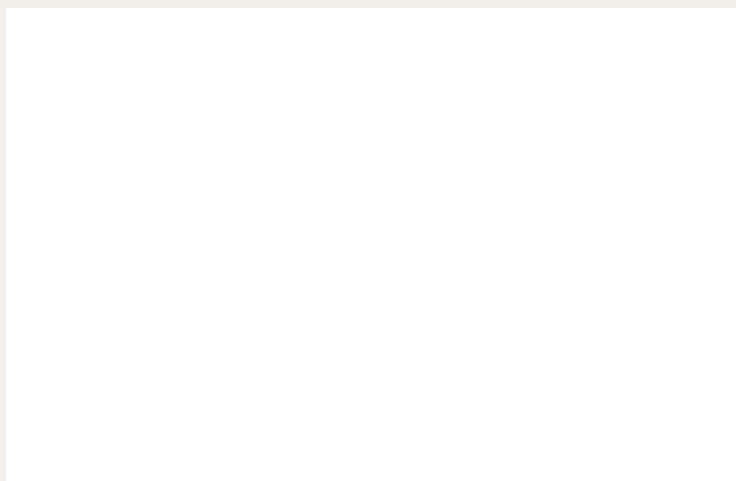
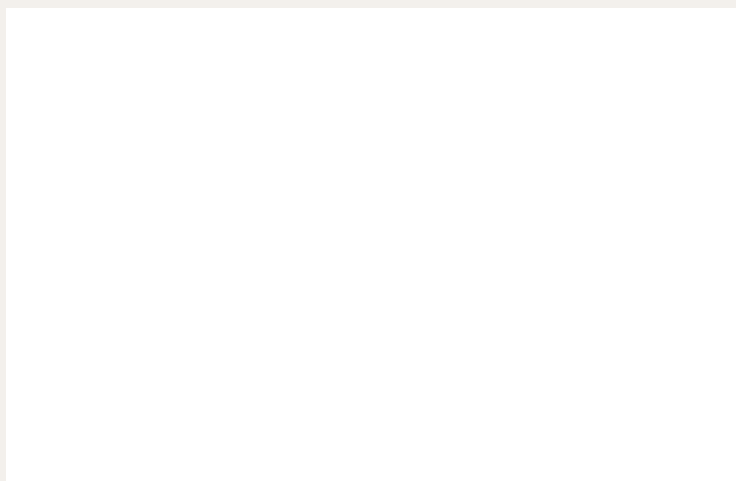
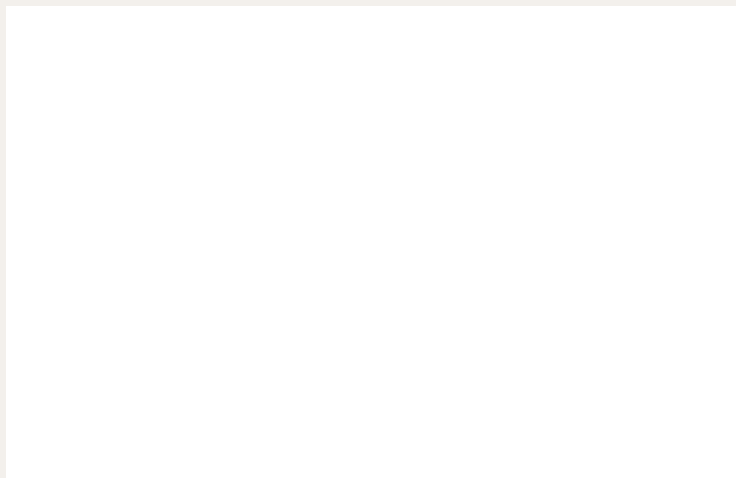
SIGNATURE COCKTAIL # 1

SIGNATURE COCKTAIL # 2

Other Available Drinks

REHEARSAL DINNER

M E N U



HORS D' OEVRES

MAIN

DESSERT

COCKTAIL HOUR

M E N U

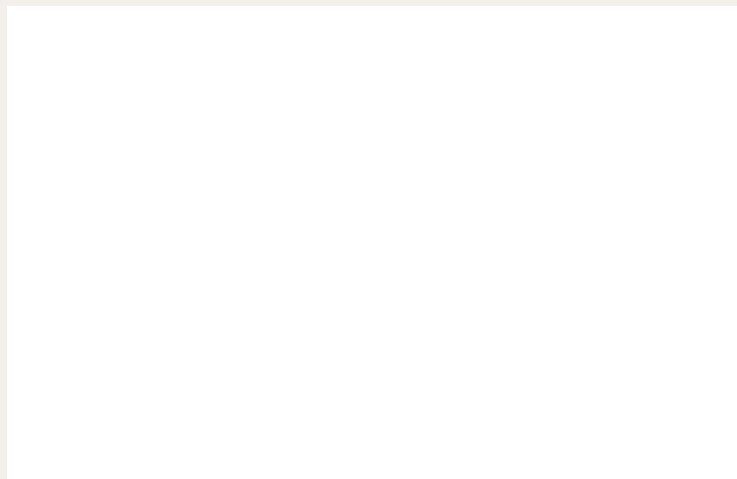
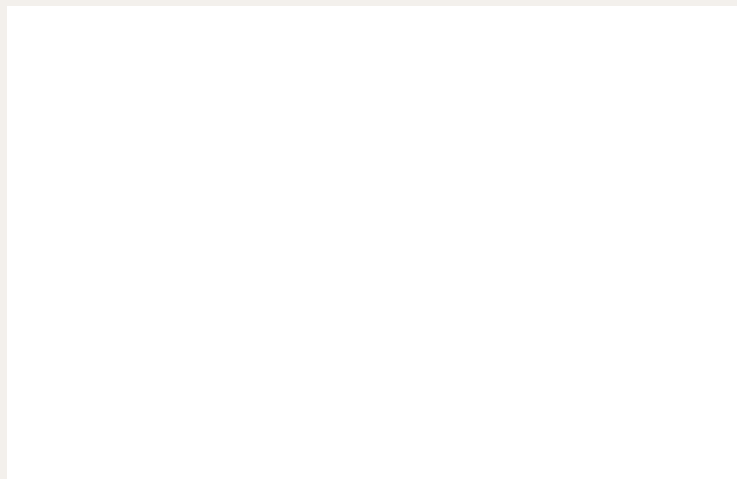
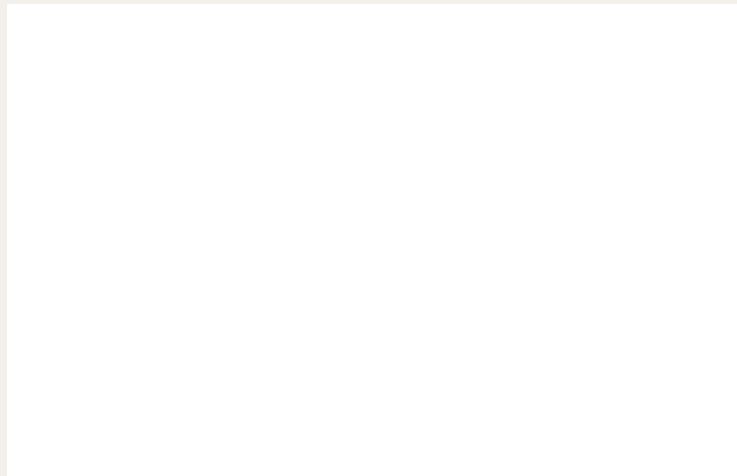


APPETIZERS

DRINK MENU

RECEPTION DINNER

M E N U



HORS D' OEVRES

MAIN

DESSERT

GUESTS

DIETARY RESTRICTIONS

[illegible]



the PHOTOS + VIDEOS

DESTINATION MAPS

PHOTO INSPIRATION

PHOTO SHOT LIST

VIDEO SHOT LIST

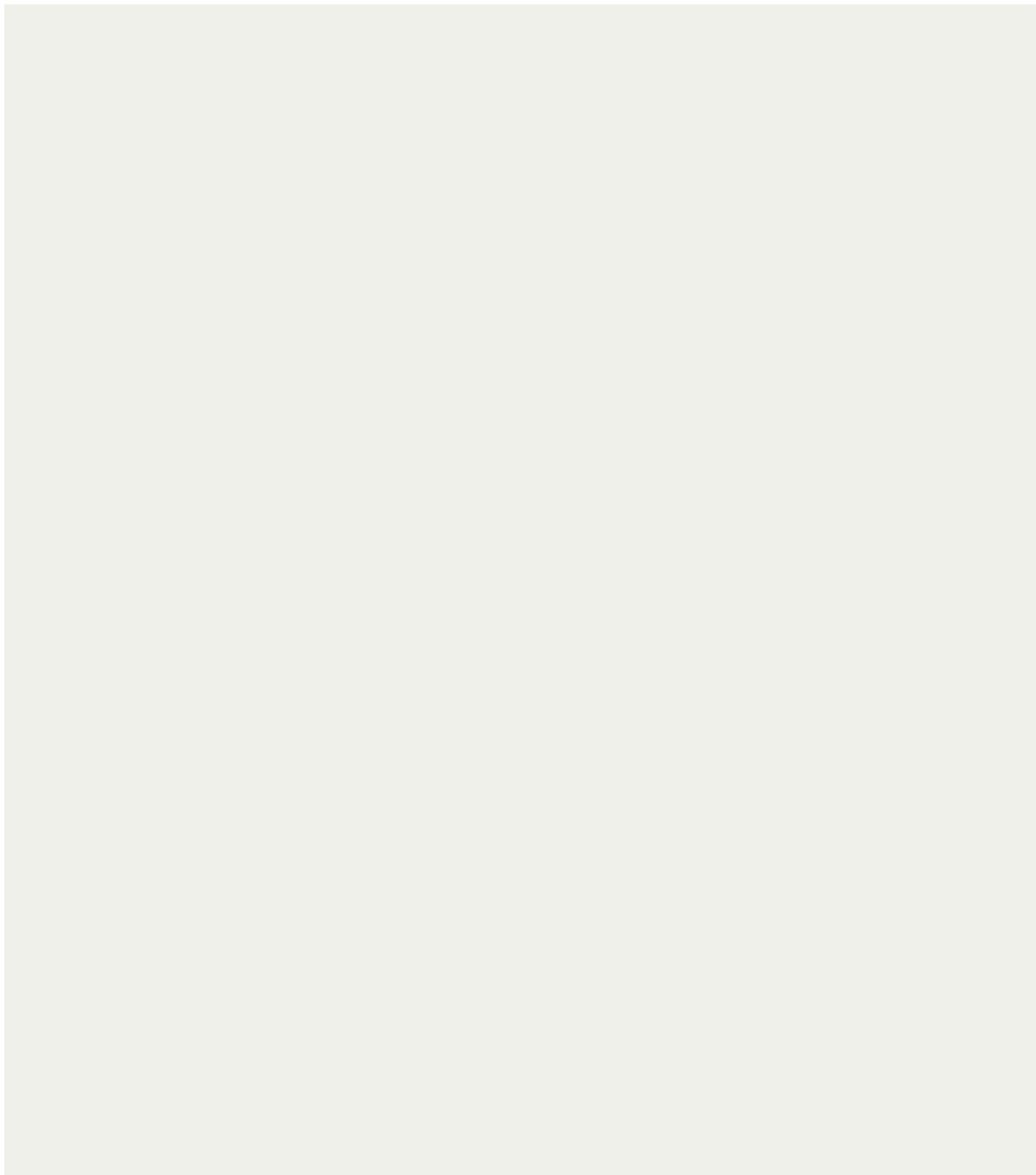
PHOTO LOCATIONS

PHOTO TIMELINE

VIDEO TIMELINE

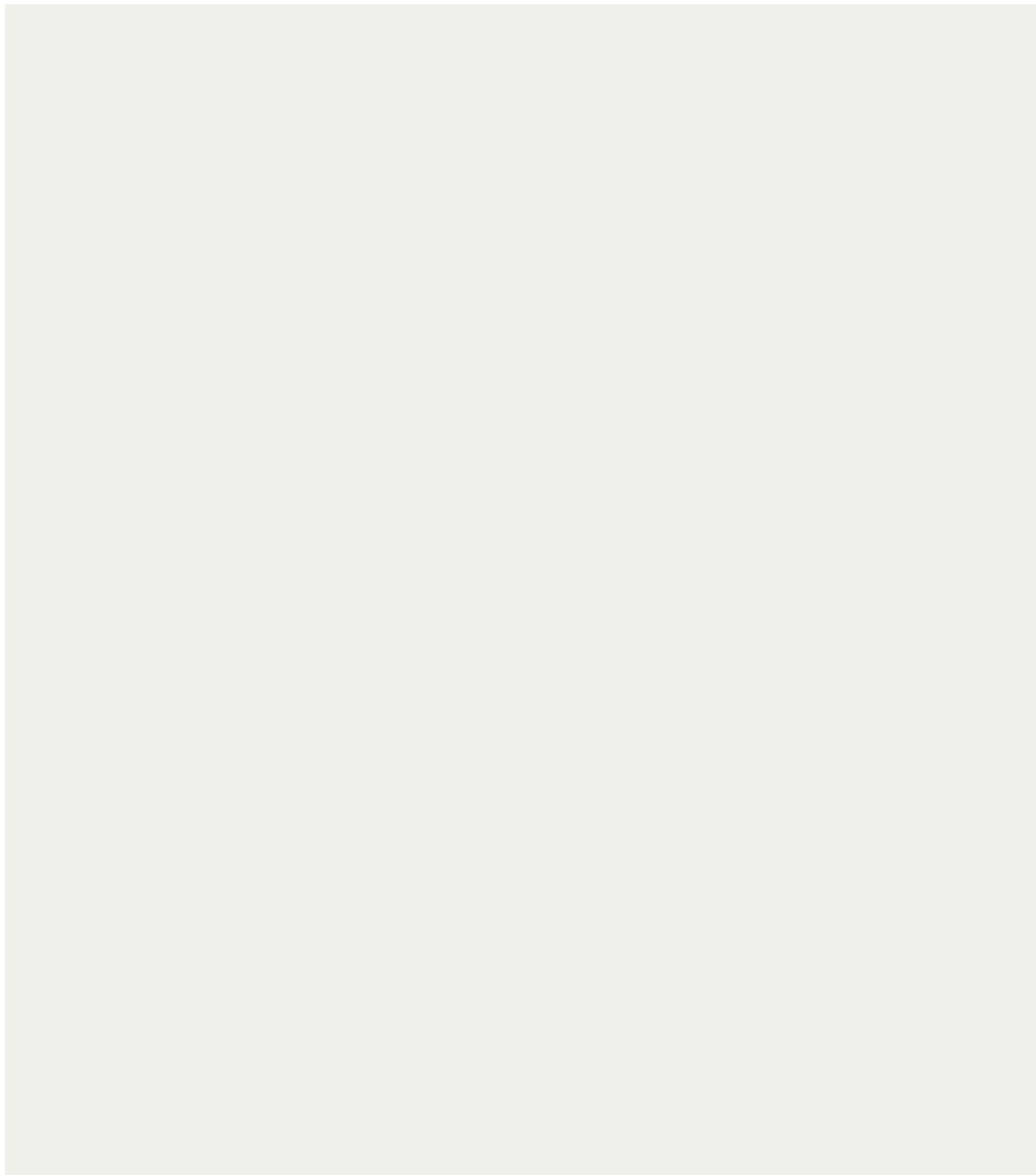
DESTINATION MAP

HOTEL TO CEREMONY



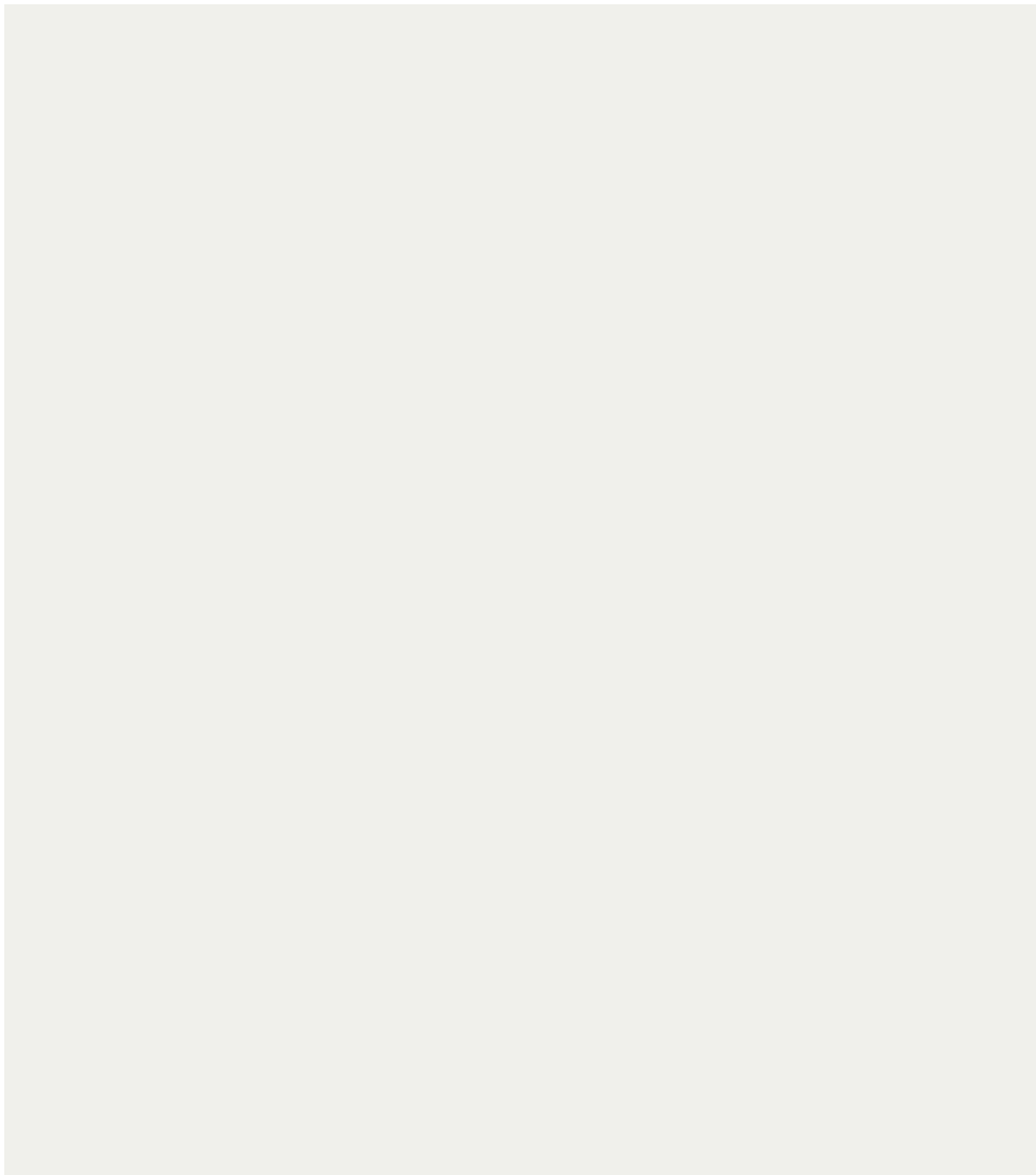
DESTINATION MAP

FIRST LOOK LOCATION



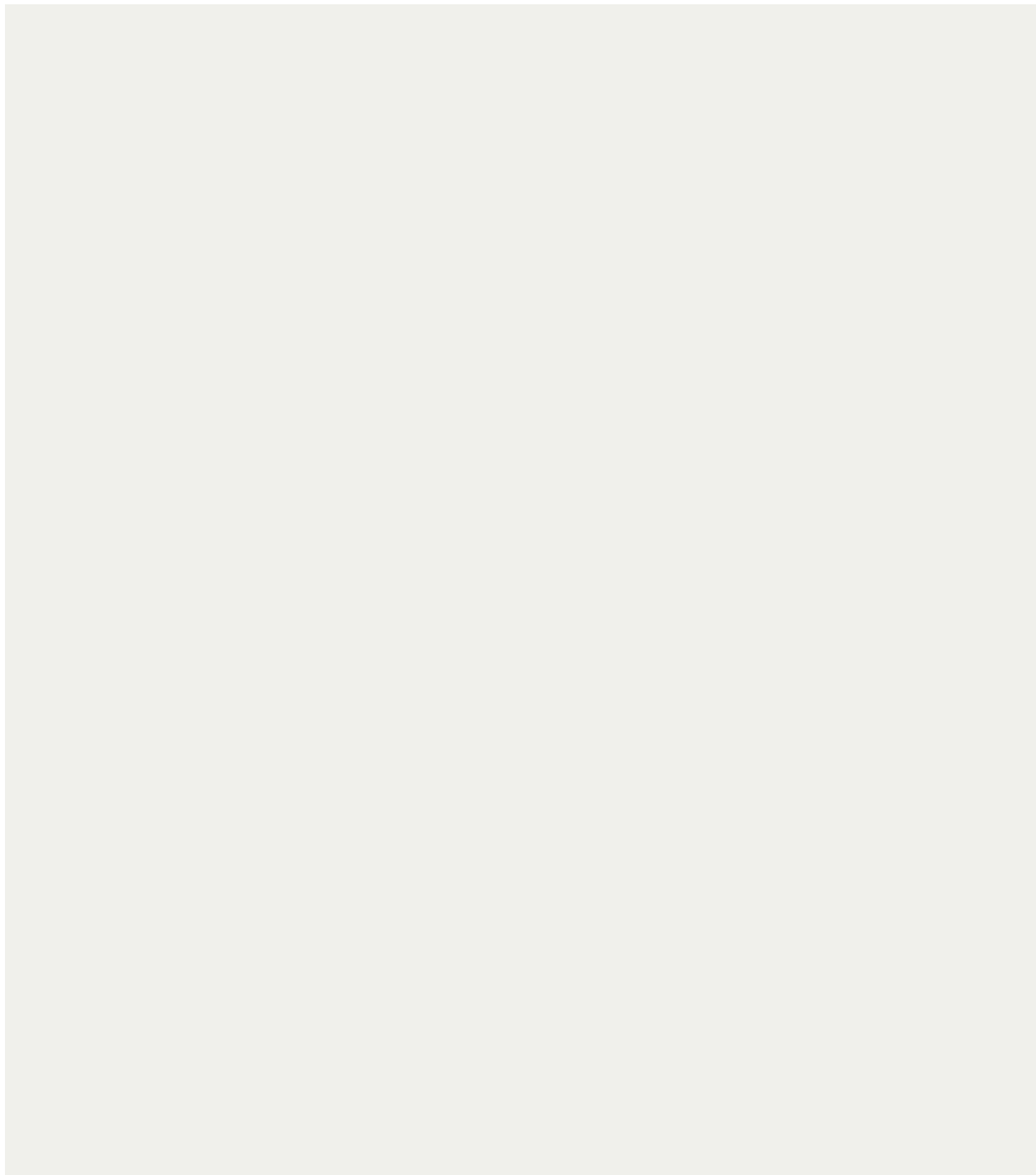
DESTINATION MAP

PHOTO LOCATION



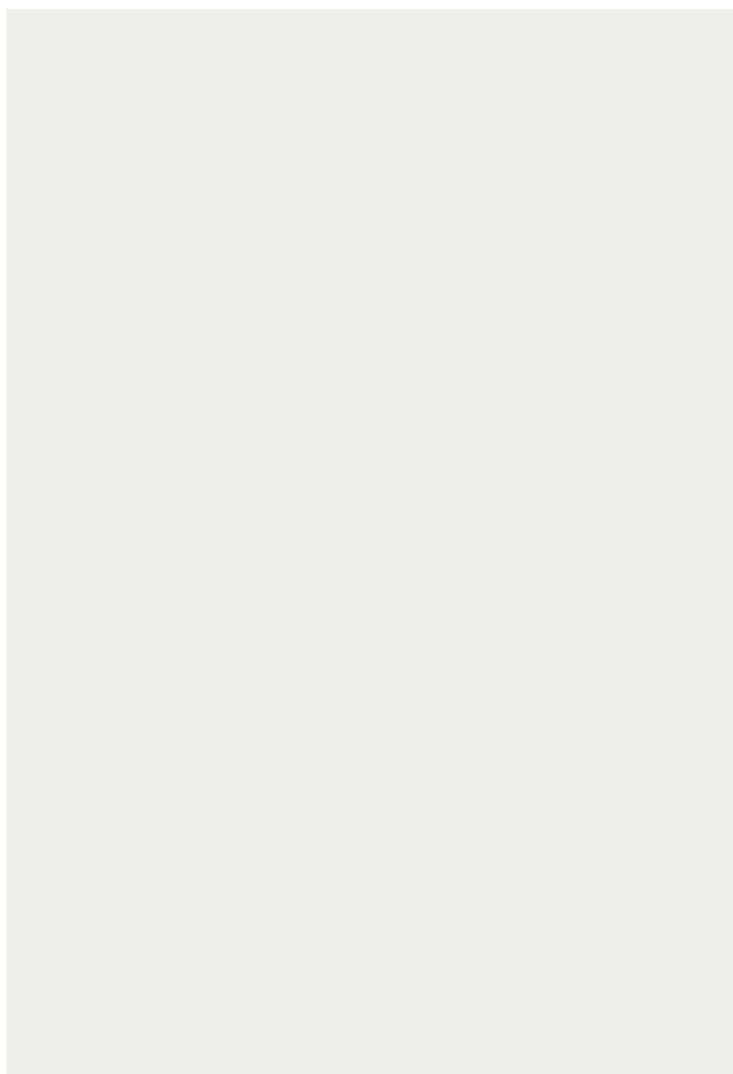
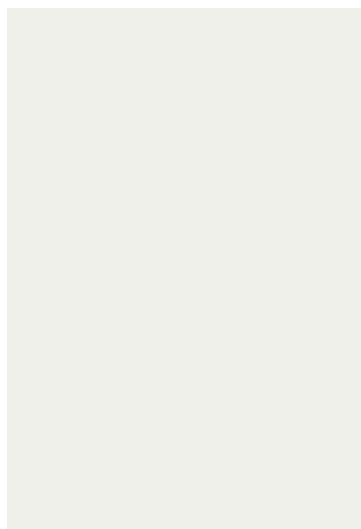
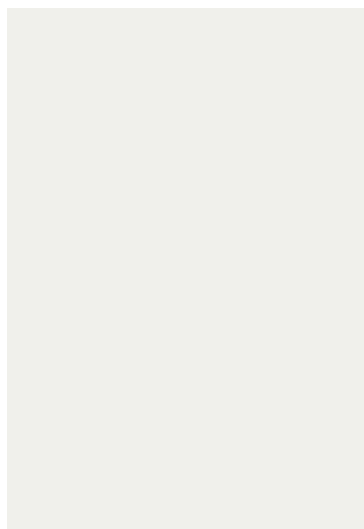
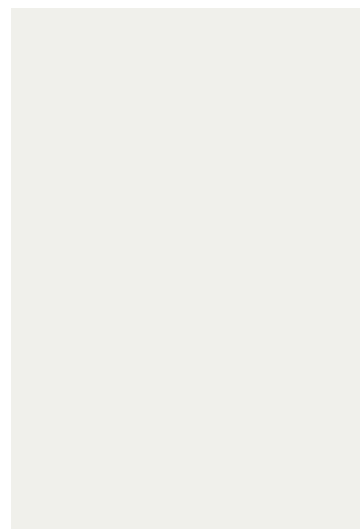
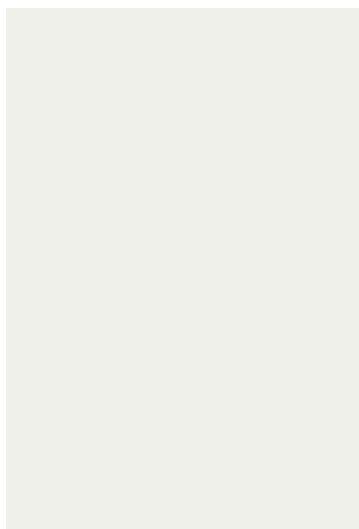
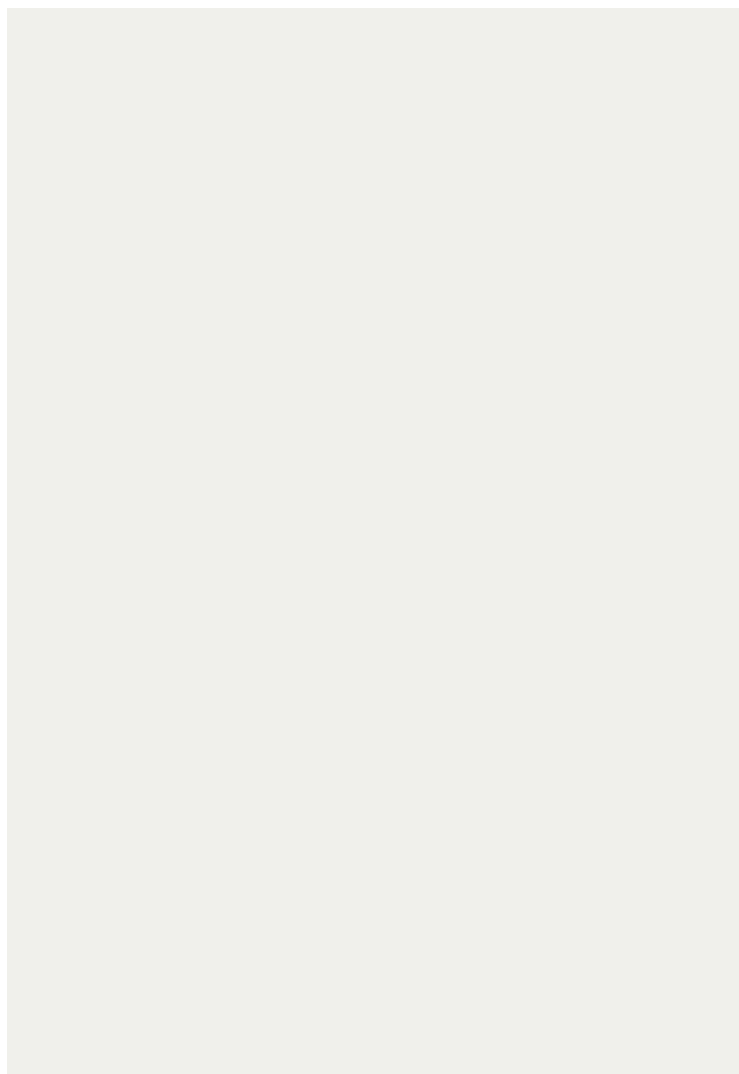
DESTINATION MAP

CEREMONY TO RECEPTION



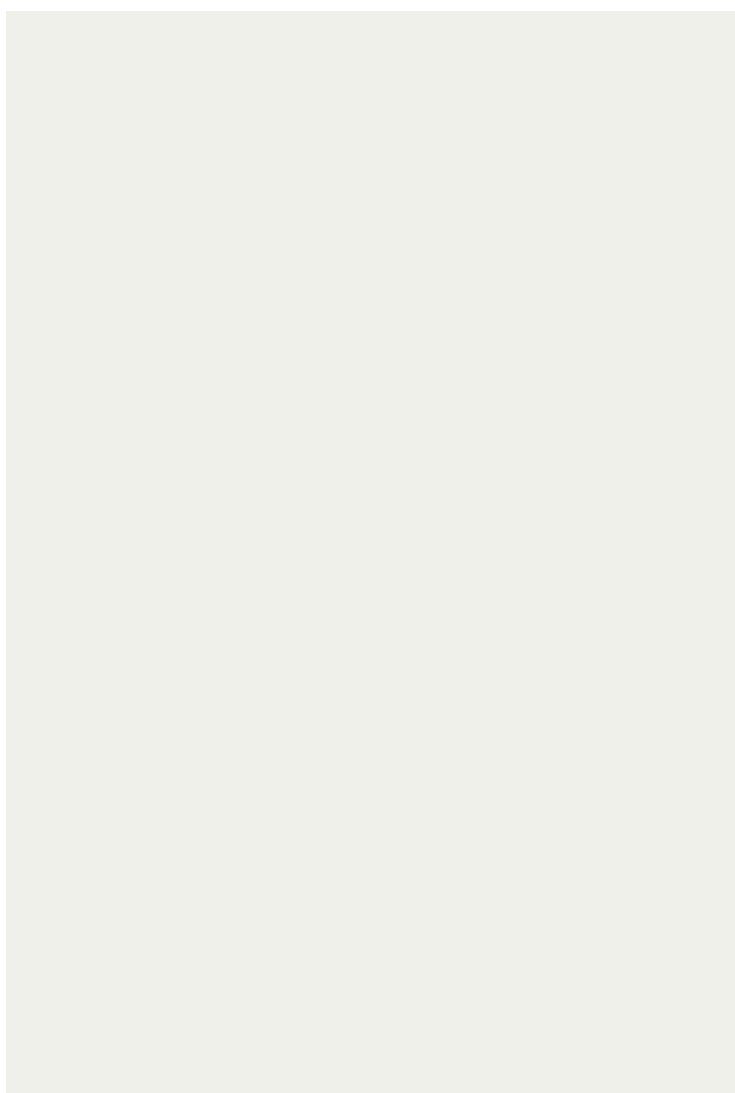
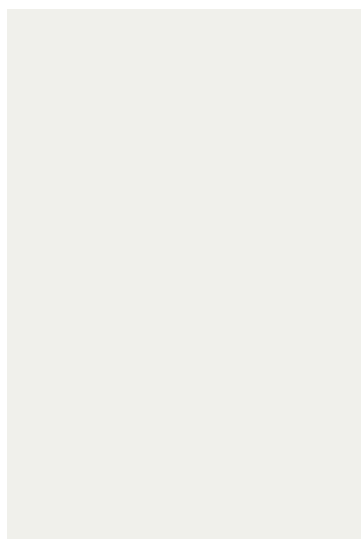
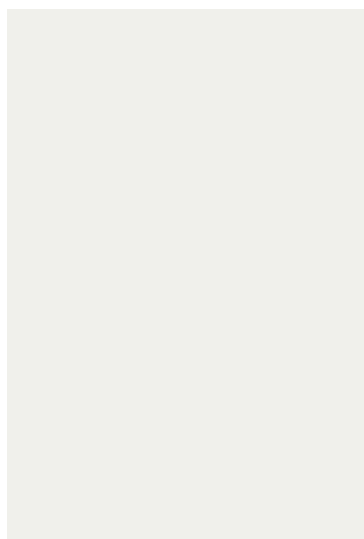
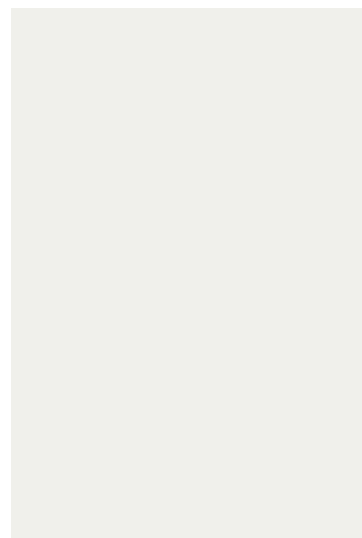
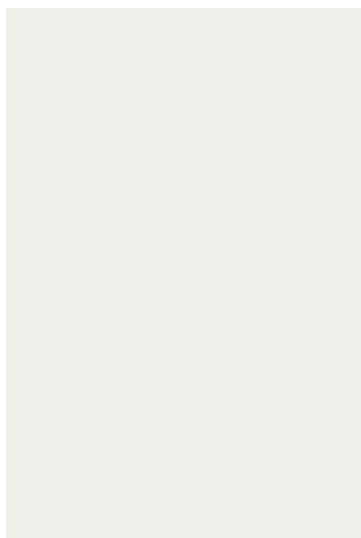
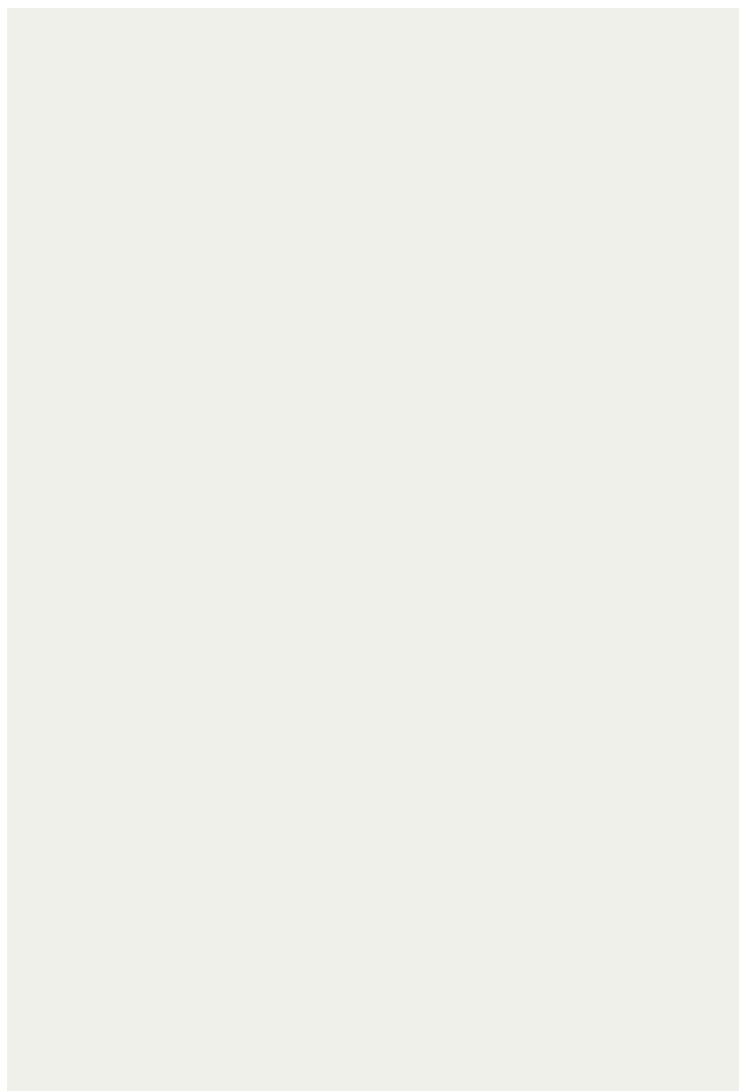
THE PHOTOGRAPHY

INSPIRATION



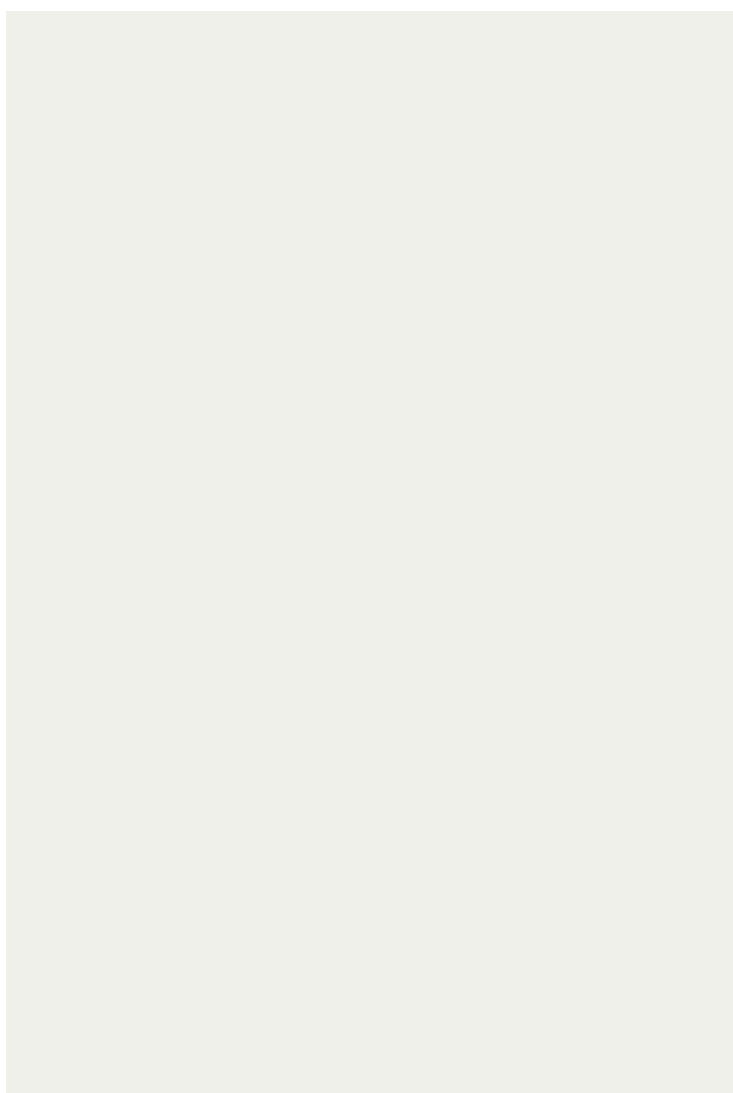
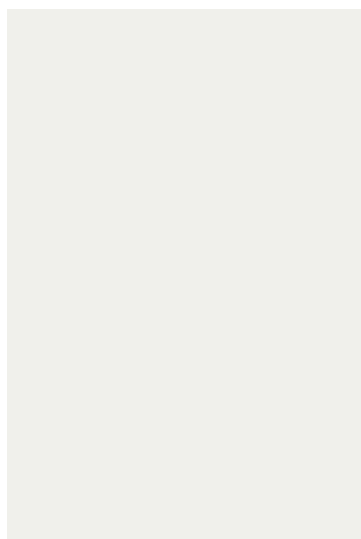
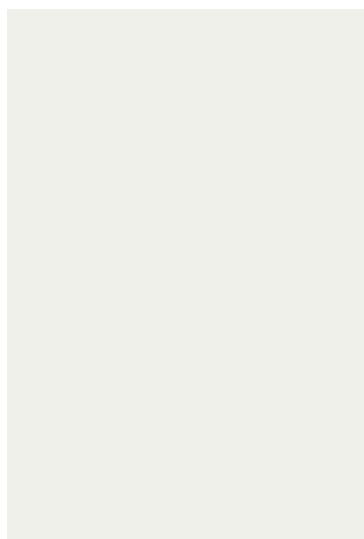
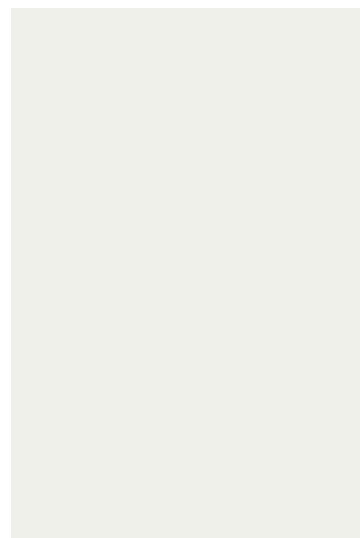
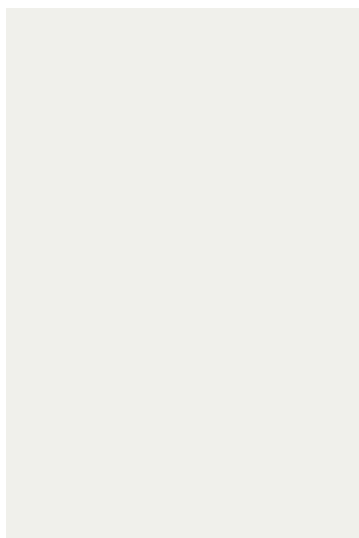
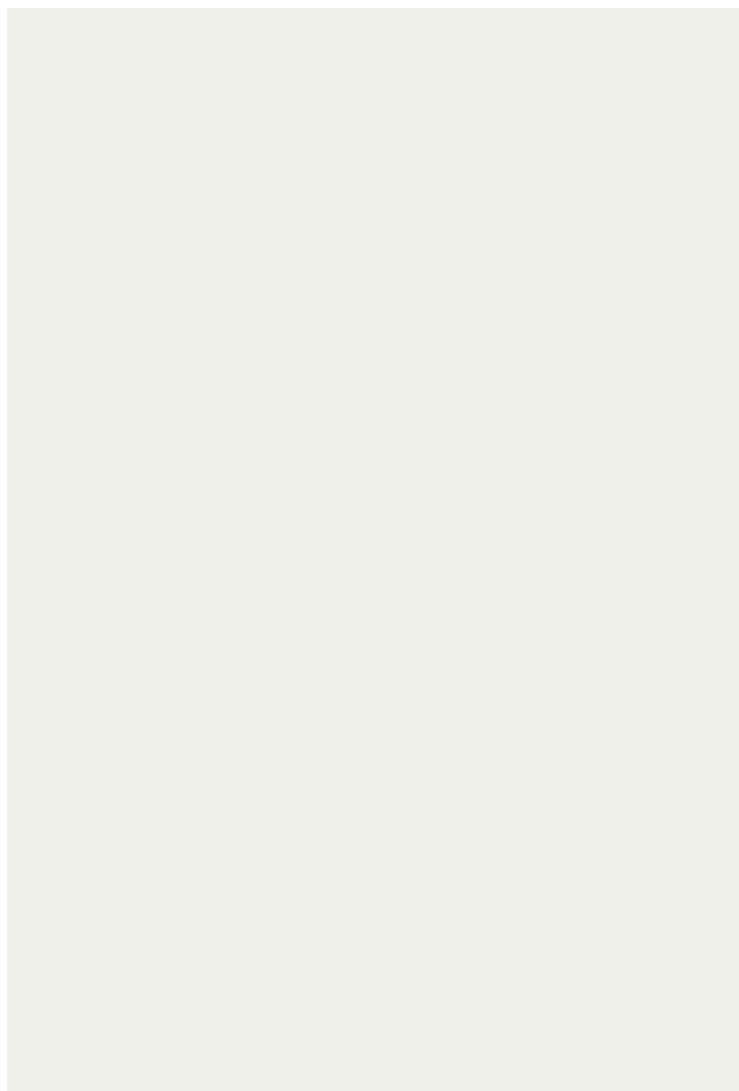
THE PHOTOGRAPHY

INSPIRATION



THE PHOTOGRAPHY

INSPIRATION



PHOTOGRAPHY

SHOT LIST

GETTING READY DETAILS GIRLS

- Wedding Dress On Hanger
- Bridesmaid Dresses On Hanger
- Brides Shoes
- Brides Jewelry
- Engagement Ring With Wedding Bands
- Brides Flower Bouquet
- Invitation Suite
- Brides Perfume
- Garter
- Veil Details
- All Flower Bouquets Together
-

GETTING READY PORTRAITS GIRLS

- Finishing Touches Hair
- Finishing Touches Makeup
- Bride + Bridesmaids In Robes/Pj's
- Girls Pouring Mimosas/Champagne
- Clinking glasses
- Candid Moments
- Putting On The Veil
- Bridesmaids Helping Put On Dress
- Brides Mom Helping Put On Dress
- Bride Putting On Shoes + Jewelry
- Bride Looking At Herself In The Mirror
- First Look With Brides Father
- Bride + Bridesmaids Group Shots
- Bridal Portraits

GETTING READY DETAILS/PORTRAITS GUYS

- Suit(s) + Shoes
- Cuff links/clips + Watch
- Cologne
- Boutonniere
- Candid Shots Of Guys Hanging Out
- Groom + Groomsmen Putting On Suits
- Groom Getting Ready In Mirror
- Groom Putting On Shoes
- Groom Fixing Tie, Buttons, Cuff Links
- Putting On Boutonniere
- Portraits Of Groom
- Group Shots

PHOTOGRAPHY

SHOT LIST

PORTRAITS BRIDE + GROOM

- First Look With Bride + Groom
- Bride + Groom Traditional Shots
- Candids During The First Look
- Bride + Groom Close Up Details
- Portraits Of Just The Bride
- Bride + Groom Candid Shots
- Portraits Of Just The Groom
- Bride + Groom Kissing Shots

PORTRAITS BRIDAL PARTY

- Bride + Bridesmaids Posed Shots
- Groom + Groomsmen Posed Shots
- Bride + Bridesmaids Candid Shots
- Groom + Groomsmen Candid Shots
- Bride + Bridesmaids Flower Shots
- Groom With Each Groomsmen
- Bride With Each Bridesmaid
- Portraits Of Each Groomsmen
- Portraits Of Each Bridesmaid
- Groom With Bridesmaid
- Group Shot Of bridal Party Portraits
- Bride With Groomsmen
- Candid Shots Of Bridal Party
- Walking Shots Of Bridal Party

PORTRAITS FAMILY

- Bride + Groom With Brides Entire Family
- Bride + Groom With Grooms Entire Family
- Bride + Groom With Brides Mom + Dad
- Bride + Groom With Grooms Mom + Dad
- Bride With Just Mom
- Groom With Just Mom
- Bride With Just Dad
- Groom With Just Dad
- Bride with Mom + Dad
- Groom With Mom + Dad
- Bride With Siblings
- Groom With Siblings
- Bride + Groom With Siblings
- Groom + Bride With Siblings
- Bride With Grandparents
- Groom With Grandparents
- Bride + Groom With Grandparents
- Groom + Bride With Grandparents

PHOTOGRAPHY

SHOT LIST

CEREMONY DETAILS

- Alter/Front At Ceremony
- Guests Being Seated
- Decor At Ceremony
- Wide Shot Of Ceremony Space
- Family Walking Down The Aisle
- Bridal Party Walking Down The Aisle
- Groom Walking Down The Aisle
- Groom Standing At The Alter
- Bride Walking Down The Aisle
- Bridal Party Walking Down The Aisle
- Grooms Reaction
- Father Giving Bride Away
- Vow Exchange
- Exchange Of Rings
- First Kiss
- Signing Of The Marriage License
- Bride + Groom Coming Up The Aisle
- Moments Together After The Ceremony

RECEPTION DETAILS

- Full Room Reception Shot
- Head Table Full Shot + Details
- Guests Table Full Shot + Details
- Center Pieces
- Candid Of Guests
- Grand Entrance
- Toasts + Speeches
- First Dance
- Father/Daughter Dance
- Mother/Son Dance
- Cake Cutting
- Bouquets Toss/ Garter Toss
- Party Dancing
- Couples Slow Dancing
- Candids Of Guests Visiting/Dancing
- Any Dessert Tables
- Any Games Played
- Grand Exit (Sparklers/bubbles etc.)

PHOTOGRAPHY

SHOT LIST

EXTRA REQUESTED SHOTS



VIDEOGRAPHY

SHOT LIST

GETTING READY

- Wedding Venue From The Outside
- Signage or Decorative Elements Outside
- Guests Arriving
- Special Transport
- Groom Preparations
- Groom Detail Shots
- Groom + Groomsmen Candid Shots
- Interior Of Venue (Ceremony + Reception)
- Decor Set - Up
- Bride Getting Hair + Makeup Done
- Bridal Detail Shots
- Bride + Bridesmaids Candid Shots
- Bride Getting Dress On
- Group Shots Of Each Group

CEREMONY

- Ceremony Space Details
- Details of Special Elements
- Guests Arriving + Taking Their Seats
- Candid Moments Between Guests
- Shots Of Wedding Party Entering
- Close - Ups Of The Bride Entering
- Wide Shots Of The Ceremony Space
- Close- Ups During The Vow Exchange
- Close - Ups During The Ring Exchange
- Audio Captures Of Vows, Readings + Speeches

POST CEREMONY

- Shots Of Couple Exiting Ceremony
- Moments Together After Ceremony
- Candid Shots Of Family + Friends After
- Candids During Receiving Line
- Candids Of Guests
- Candids Of Bridal Party

VIDEOGRAPHY

SHOT LIST

PORTRIATS

- Romantic Shots Of Bride + Groom
- First Look Between Bride + Groom
- Bride + Groom Holding Hands
- Bride + Groom Dancing
- Bride + Bridesmaids
- Different Poses In Multiple Locations
- Bride + Groom Kissing
- Bride + Groom Walking
- Candid Moments With Bridal Party
- Groom + Groomsmen

RECEPTION

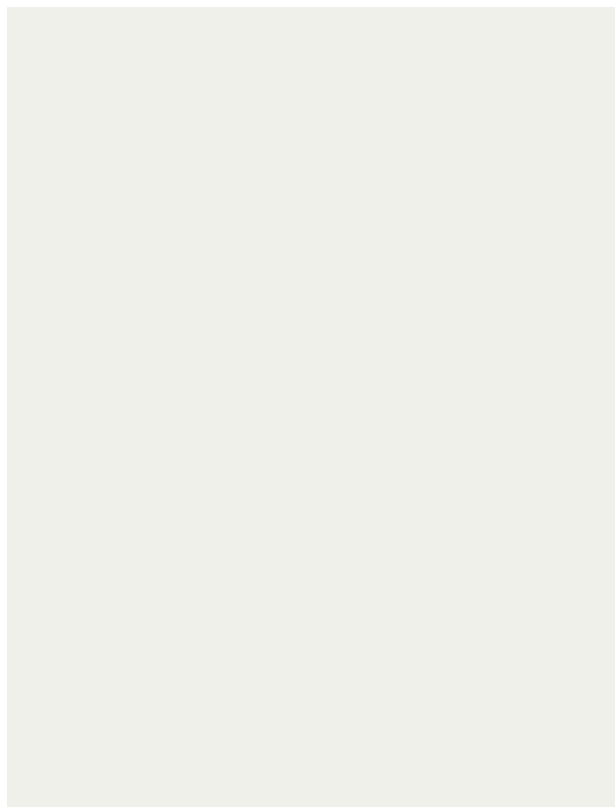
- Grand Entrance
- Candid Moments Between Guests
- Candid Moments Between Family
- First Dance
- Special Moments
- Speeches + Toasts
- Candid Moments Between Bride + Groom
- Reaction Shots Of Couple + Guests
- Cake Cutting
- Grand Exit

EXTRA SHOTS



PHOTOGRAPHY

LOCATIONS



THE FIRST LOOK

Location

Location Name

Time

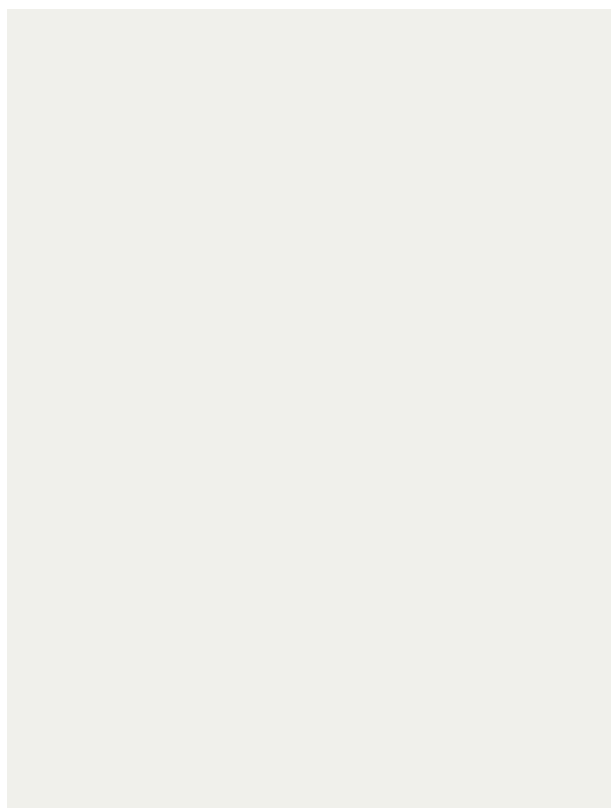


PORTRIAT

Location

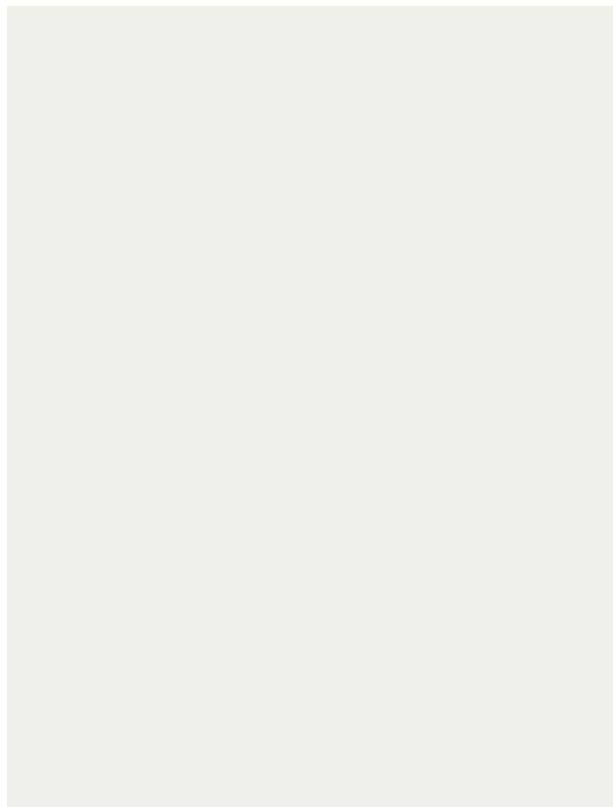
Location Name

Time



PHOTOGRAPHY

LOCATIONS



FAMILY PORTRAITS

Location

Location Name

Time

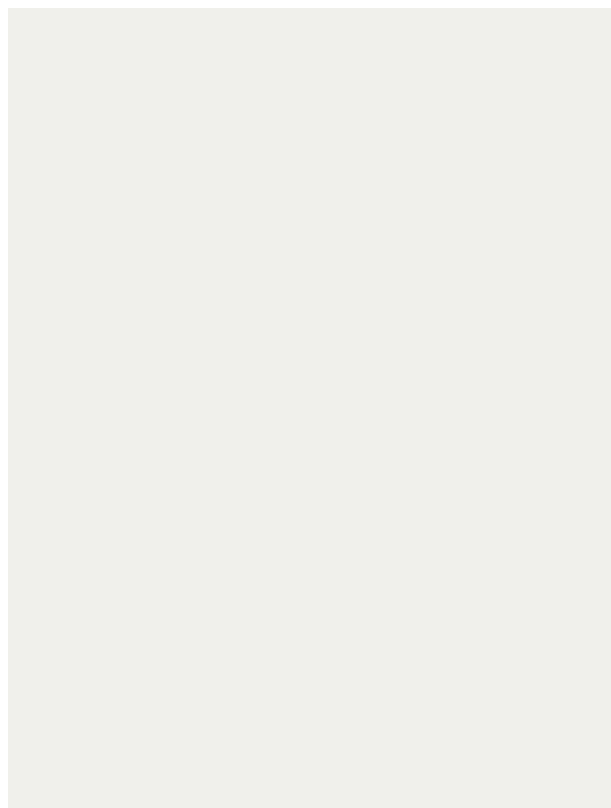


SUNSET PHOTOS

Location

Location Name

Time



PHOTOGRAPHY

TIMELINE

VIDEOGRAPHY

TIMELINE



the CHECKLISTS

EMERGENCY BAG

BRIDESMAIDS LIST

CEREMONY ITEMS

RECEPTION ITEMS

BRIDAL SUITE

GROOMS SUITE

WEDDING DECOR

TAKE DOWN LIST

WEDDING EMERGENCY

CHECKLIST

- ☐ Advil
- ☐ Tylenol
- ☐ Eye Drops
- ☐ Pepto Bismul
- ☐ Band-aids
- ☐ Reactine
- ☐ Polysporin
- ☐ Hand Sanitizer
- ☐ Bug Spray
- ☐ Sunscreen
- ☐ Feminine Products
- ☐ Dental Floss
- ☐ Deodorant
- ☐ Mints/Mouthwash
- ☐ Tissues
- ☐ Fashion Tape
- ☐ Scissors
- ☐ Sewing Kit
- ☐ Lint Roller
- ☐ Static Guard
- ☐ Toothbrush
- ☐ Toothpaste
- ☐ Tic Tacs
- ☐ Chap Stick
- ☐ Tweezers
- ☐ Lotion
- ☐ Hair Comb
- ☐ Hair Spray
- ☐ Hair Bands + Bobby Pins
- ☐ Nail kit
- ☐ Mirror
- ☐ Extra Earring Backs
- ☐ Black + Nude Ribbon
- ☐ Tide Stick for Stains
- ☐ Eyelash Glue
- ☐ Lipstick
- ☐ Healthy Snacks
- ☐ Umbrella
- ☐ Perfume
- ☐ First Aid Kit

BRIDESMAID WEDDING

PACKING CHECKLIST

- Your Bridesmaid Dress + Jewelry
- Ceremony + Reception shoes
- Slippers/flip flops for getting ready
- Bra + underwear to wear with your dress
- Your Wedding Gift (Gift Card)
- Button up shirt or loose tank while getting hair and makeup
- Comfortable pants or shorts to wear for getting ready
- Tylenol + Advil
- Makeup (Lipstick and Eyelash Glue)
- Deodorant and Perfume
- Double Stick Tape
- Emergency Items (Tissues, Band-aids, Tide Stick, Mints)
- Hair Items (Bobby Pins, Comb, Spray)
- Bottled Water and Snacks
- Umbrella In Case Of Rain
- Your Speech
- A camera
- Copy of the days schedule

CEREMONY

ITEMS CHECKLIST

- Wedding Rings
- Ring Box/Pillow
- Marriage License
- Vows
- Programs
- Unity Ceremony Items
- Reserved Seating Signs
- Guest Book + Pens
- Aisle Runner
- Ceremony Decor
- Flower Girl Basket

RECEPTION

ITEMS CHECKLIST

- Seating Chart
- Place Cards
- Table Numbers
- Center Pieces
- Menu Cards
- Favours For Guests
- Guest Book / Alternative
- Cake Topper
- Cake Knife + Server Set
- Toasting Flutes
- Signage
- Photobooth Props

BRIDAL SUITE

C H E C K L I S T

- Wedding Dress
- Reception Dress
- 2nd Reception Dress
- Boob Tape
- Shape wear
- Bride getting ready outfit
- Bridesmaid's/robes
- Bridesmaid Flip Flops
- Bride Flip Flops / slippers
- Bride ceremony shoes
- Bridesmaid ceremony shoes
- Bride reception shoes
- Bridesmaid reception shoes
- White Sneakers
- Emergency Kit
- Bridesmaid Gifts
- Bridal Planner/ Binder
- Wooden/White Hangers
- Clutch
- Bridal Jewellery
- Bridesmaid Jewellery
- Floral Bouquets
- Invitation Suite / for photos
- Garter
- Perfume
- Hair Comb
- Hair Spray
- Hair Bands + Bobby Pins
- Nail kit
- Mirror
- Snacks + Drinks
- Curling Iron
- Phone Chargers
- Music
- Lipstick
- First Aid Kit
- Veil

GROOMS SUITE

C H E C K L I S T

- | | |
|------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Suit Or Tuxedo | <input type="checkbox"/> Shirt |
| <input type="checkbox"/> Tie Or Bowtie | <input type="checkbox"/> Pocket Square |
| <input type="checkbox"/> Belt | <input type="checkbox"/> Socks |
| <input type="checkbox"/> Cufflinks | <input type="checkbox"/> Watch |
| <input type="checkbox"/> Deodorant | <input type="checkbox"/> Cologne |
| <input type="checkbox"/> Hair Styling Products | <input type="checkbox"/> Shaving Kit |
| <input type="checkbox"/> Tissue/Handkerchief | <input type="checkbox"/> Snacks + Water |
| <input type="checkbox"/> Phone + Charger | <input type="checkbox"/> Breath Mints |
| <input type="checkbox"/> Personal Items | <input type="checkbox"/> Groom Gifts |
| <input type="checkbox"/> Shoes | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Music | <input type="checkbox"/> Comfortable Shoes |
| <input type="checkbox"/> Wedding Day Timeline | <input type="checkbox"/> Speeches |
| <input type="checkbox"/> Camera | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

WEDDING DECOR

CHECKLISTS

CEREMONY DECOR

- Welcome Sign
- Seating Sign
- Order Of Service Display
- Reserved Seating Signs
- Ceremony Arch (Floral/Fabric)
- Ceremony Backdrop
- Aisle Runner
- Pew Ends / Aisle Decorations
- Floral Arrangements
- Candles / Lanterns
- Vow Books
-

RECEPTION DECOR

- Signage (Welcome , Bathrooms, Bar)
- Table Plan / Seating Chart
- Lounge Seating, Side tables
- Guestbook Station
- Cards + Gift Table
- Bar/Drinks Station Menus
- Personal signage (memories, photographs etc.)
- Decorative candles / lanterns
- Overhead Or Hanging Decor
- Photo Booth Station
- Dessert table (Display and Backdrop)
- Vases To Put The Bouquets In

RECEPTION TABLES

- Center pieces / garlands
- Fabric Table Runner
- Table Numbers / Names
- Name Places
- Glasses (Wine, Water)
- Cutlery
- Wedding Favours
- Kids activity packs
- Tablecloth
- Candles (Dinner, Lanterns, Tea-Lights)
- Table Number Holders / Frames
- Menus (Per Person Or Per Table)
- Plates (Chargers, Side, Starter, Main, Dessert)
- Napkins
- Any extras (Cameras, Games Etc.)
-

WEDDING DECOR

CHECKLISTS



WEDDING TAKEDOWN

CHECKLIST

DECOR

- Start with taking down large decorations like arches, backdrops, and hanging installations.
- Remove table centerpieces, floral arrangements, and any decorative elements from tables.
- Carefully pack fragile or valuable items to avoid damage during storage.
- Collect all candles and candle holders.
- Take down any lighting elements such as fairy lights, lanterns, and string lights.
- Remove aisle runners or ceremony decor.

TABLEWARE + RENTALS

- Collect and stack chairs and tables for rental pickup or return.
- Remove tablecloths, napkins, and any other linens for washing or return.
- Consolidate dinnerware, glassware, and flatware for rental pickup or return.
- Empty and clean any rented serving dishes or equipment.
- Clean any rental items before returning them.

TRASH + RECYCLING

- Provide clearly marked trash and recycling bins for guests to dispose of their waste during the event.
- After the event, thoroughly check the venue for any trash or debris left behind.
- Empty all trash cans and recycling bins and dispose of the waste properly.

CATERING + FOOD

- Coordinate with the catering team to remove leftover food and beverages.
- Ensure all catering equipment, such as chafing dishes, is returned or picked up.
- Properly dispose of any leftover perishable food items.

VENDOR ITEMS

- Collect any items that need to be returned to vendors (rentals, decor items, etc.).
- Ensure vendors have clear instructions on where to pick up their equipment or items.

WEDDING TAKEDOWN

CHECKLIST

VENUE CLEANUP

- ☐ Sweep and mop floors to remove any spills or debris.
- ☐ Wipe down surfaces, including tables, chairs, and any furniture.
- ☐ Vacuum carpets if necessary.
- ☐ Return the venue to the condition it was in before the event.

FINAL CHECKS

- ☐ Walk through the entire venue to make sure nothing is left behind.
- ☐ Confirm that all lights are turned off and any rented equipment is powered down.
- ☐ Lock up the venue if required.

AFTER CLEAN UP

- ☐ Thank your cleanup crew and anyone who assisted with the process.
- ☐ Return any rented items or equipment according to the vendor's instructions.
- ☐ Take a moment to appreciate the successful event and the memories made!

EXTRA INSTRUCTIONS





the VENDORS

CATERERS SCHEDULE

VENDORS SCHEDULE

PAYMENTS TO MAKE

CATERER

SCHEDULE

VENDORS

SCHEDULE

THE VENDOR

SCHEDULE

VENDOR

LAST PAYMENTS + TIPS

[illegible]



the DECOR

SET - UP SCHEDULE

CEREMONY DECOR

ROUND TABLES

RECTANGLE TABLES

HEADTABLE

SWEETHEART TABLE

DANCE FLOOR

CAKE TABLE

BAR TABLE

GUEST TABLE

SIGNAGE

COCKTAIL HOUR

DECOR INVENTORY

RENTING LIST

WEDDING SET-UP

SCHEDULE

[illegible]

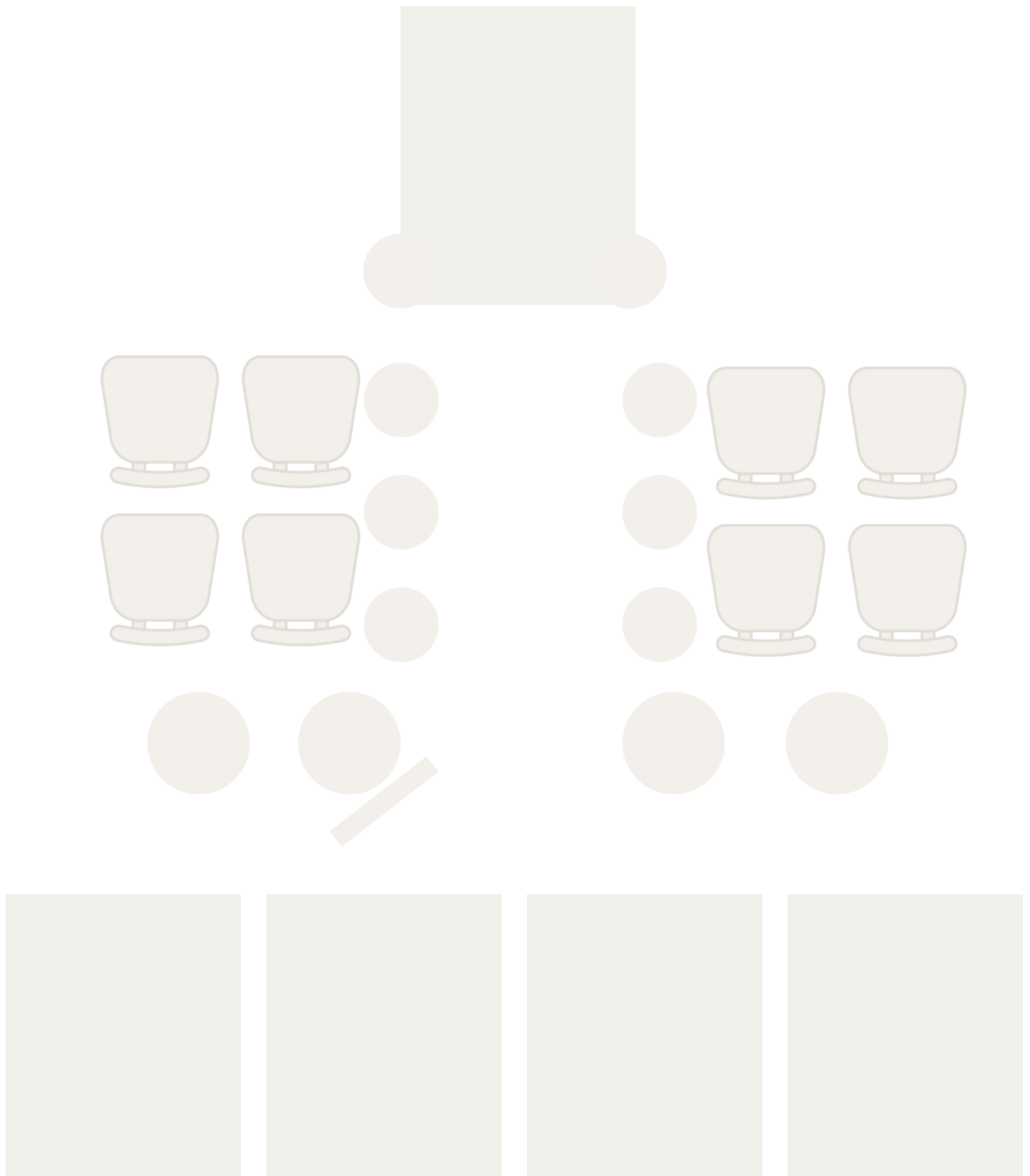
WEDDING SET-UP

SCHEDULE

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CEREMONY DECOR

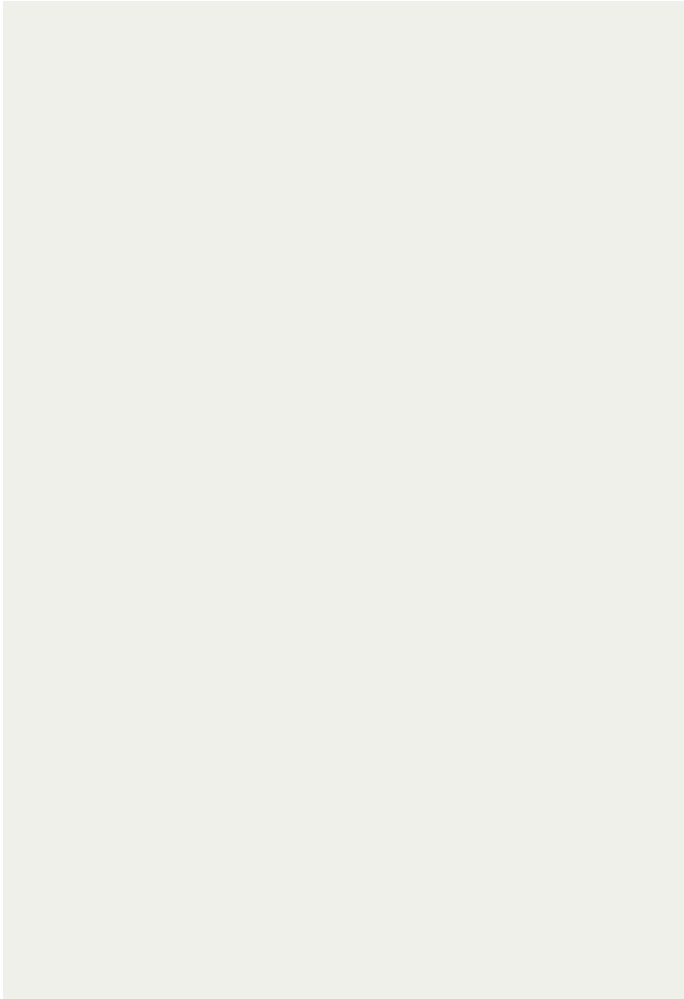
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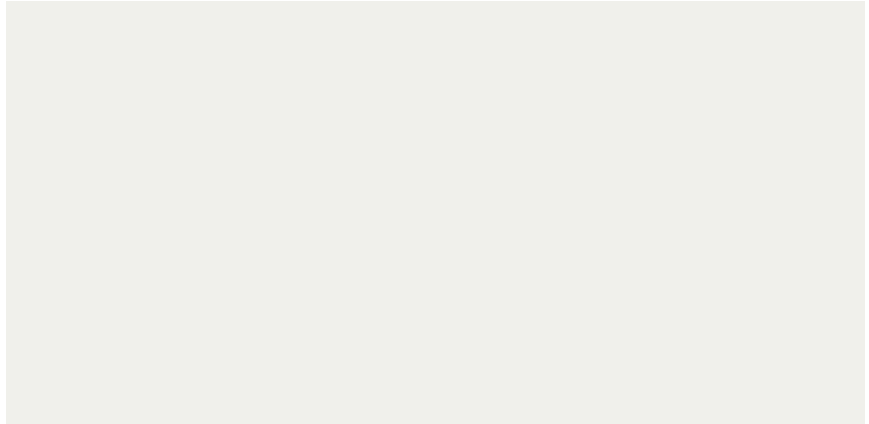
CEREMONY DECOR

ITEMS

Arch/Focus Point



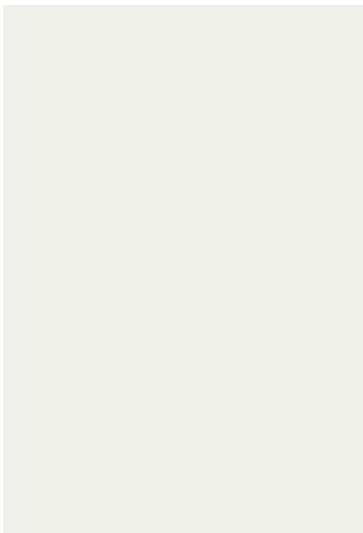
Aisle Decor



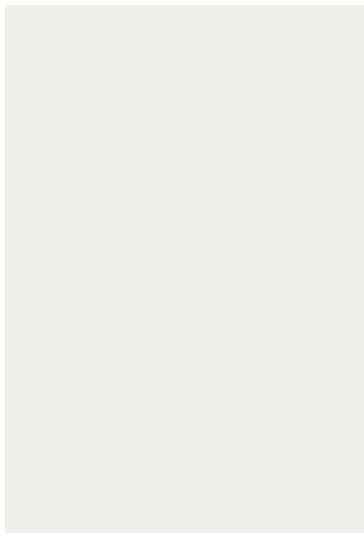
Items Needed For Ceremony Space



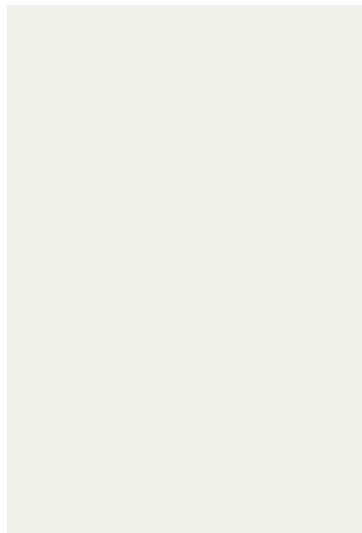
Welcome Sign



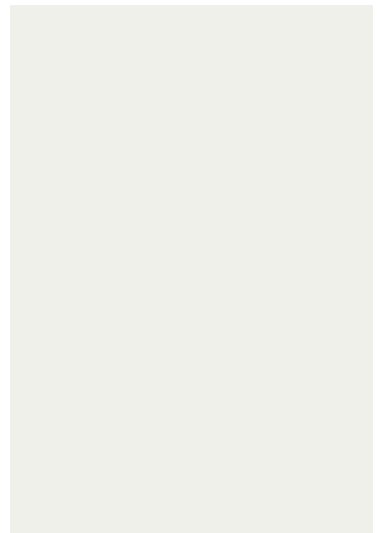
Guestbook/Card Table



Chairs



End of Aisle Decor



CEREMONY DECOR

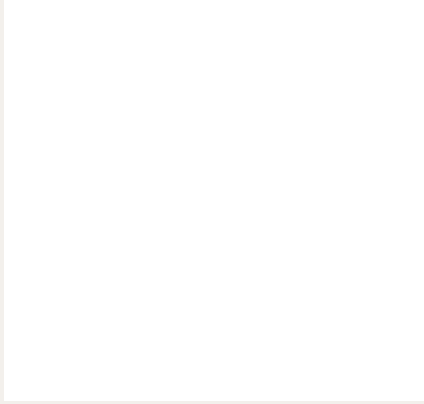
SET - UP INSTRUCTIONS

Items Needed For Ceremony Space

Set - up Directions

CEREMONY DECOR

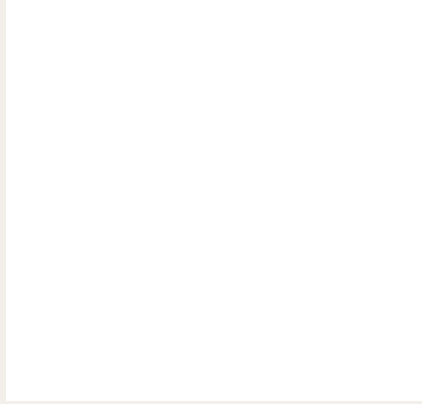
INVENTORY



Qty #

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Box #: 1



Qty #

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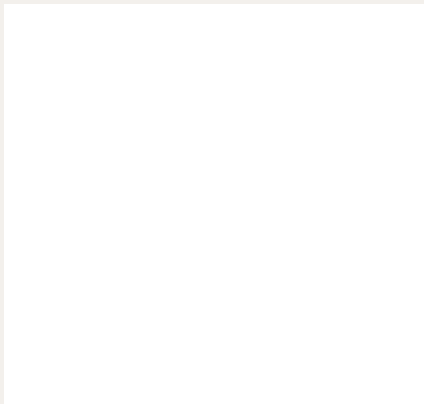
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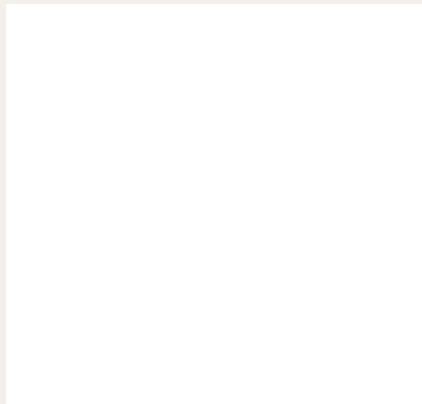
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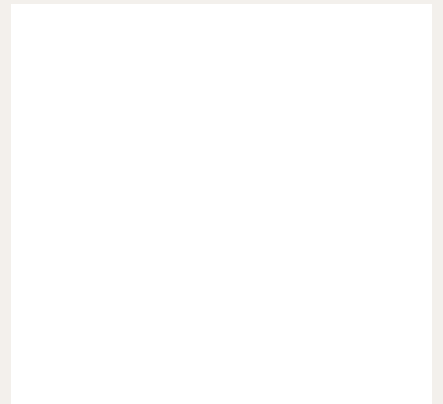
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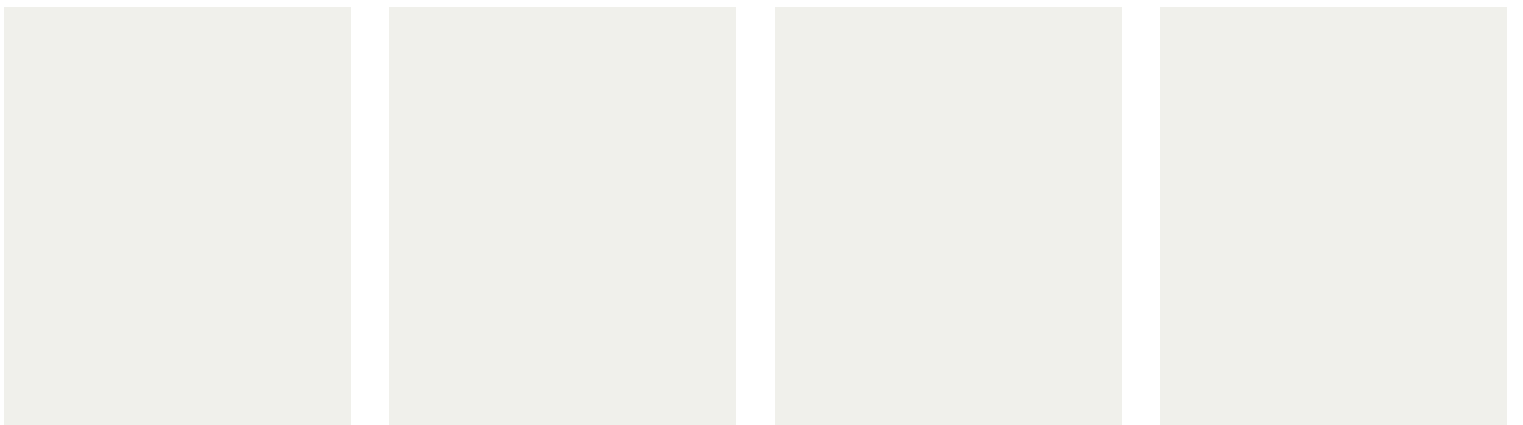
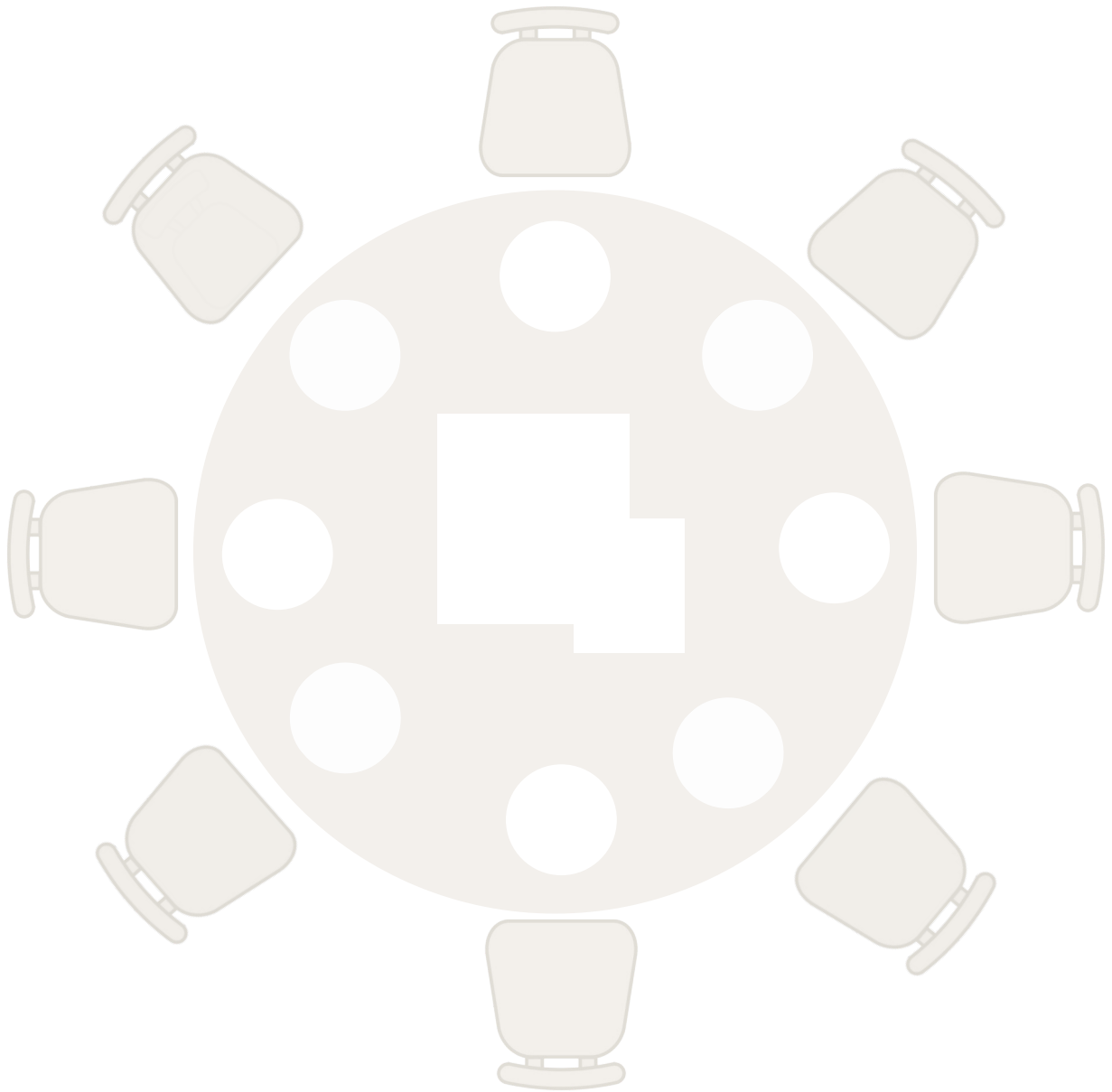
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Location:

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ROUND TABLE

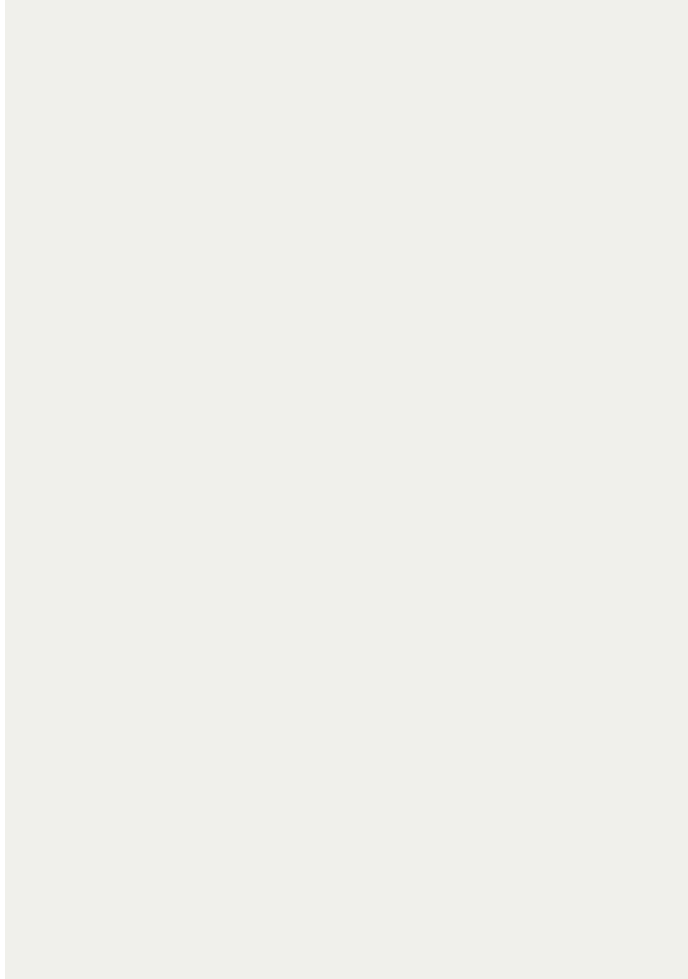
DECOR SET-UP



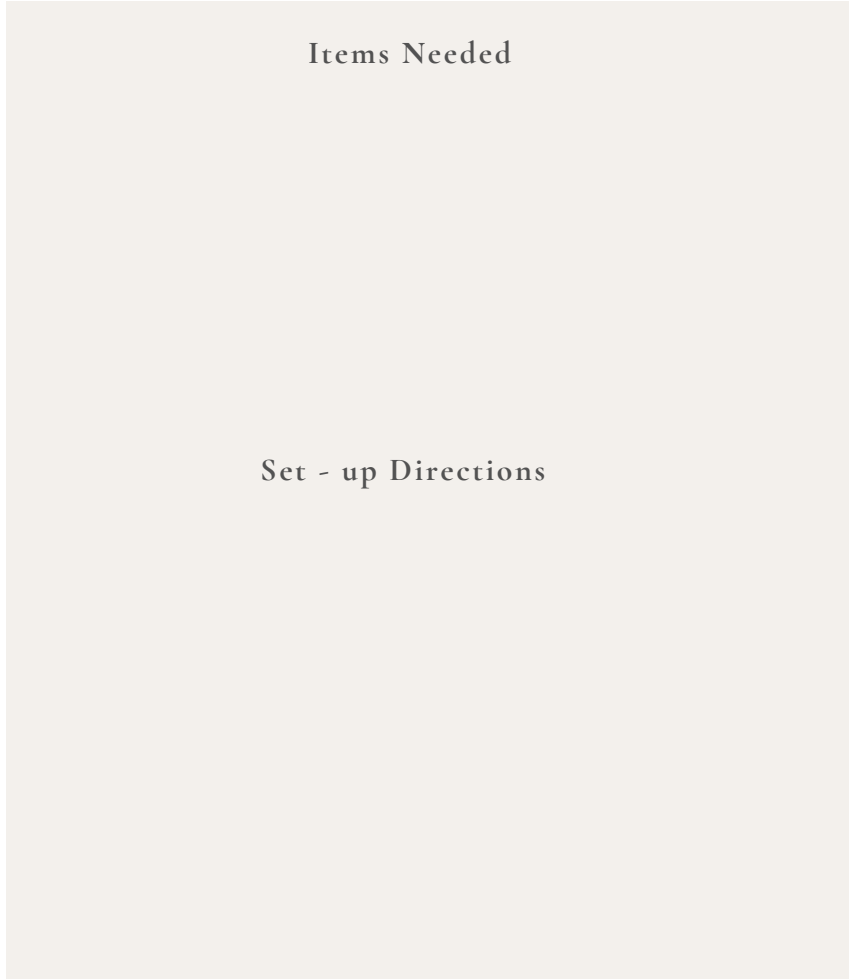
ROUND TABLE

DECOR ITEMS

Inspiration Photo



Items Needed



Set - up Directions

Table Items



Center Pieces

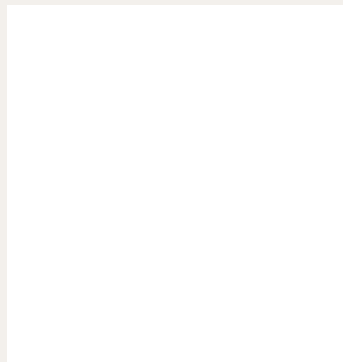
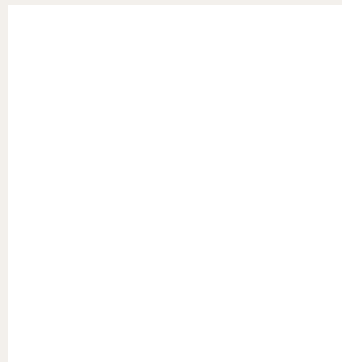
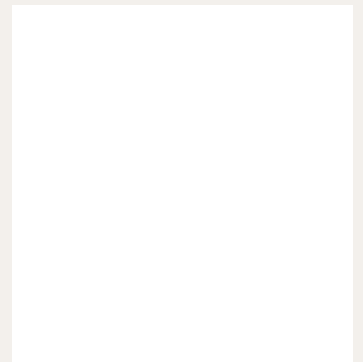


Table Numbers



Place Settings



Menu

ROUND TABLE

DECOR SET-UP INSTRUCTIONS

Items Needed For Ceremony Space

Set - up Directions

ROUND TABLE

DECOR INVENTORY



Qty #

Location:

Box #: 1



Qty #

Location:

Box #: 1



Qty #

Location:

Box #: 1



Qty #

Location:

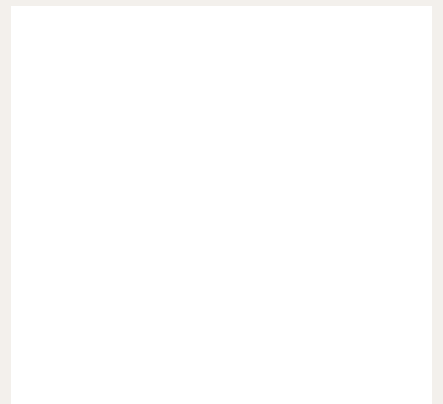
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Box #:



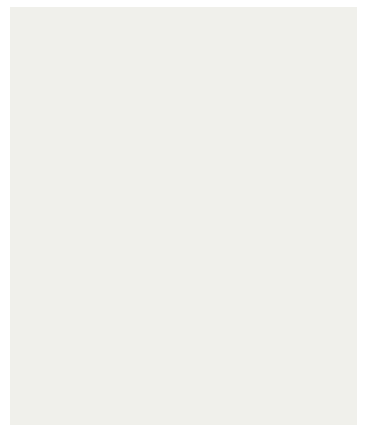
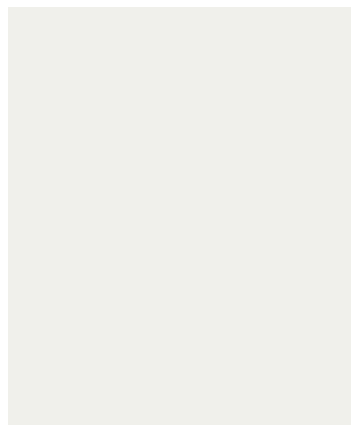
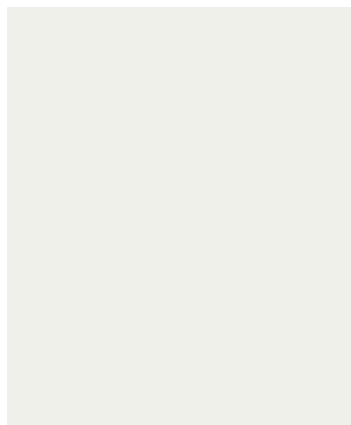
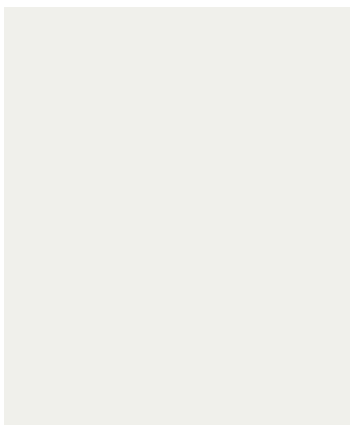
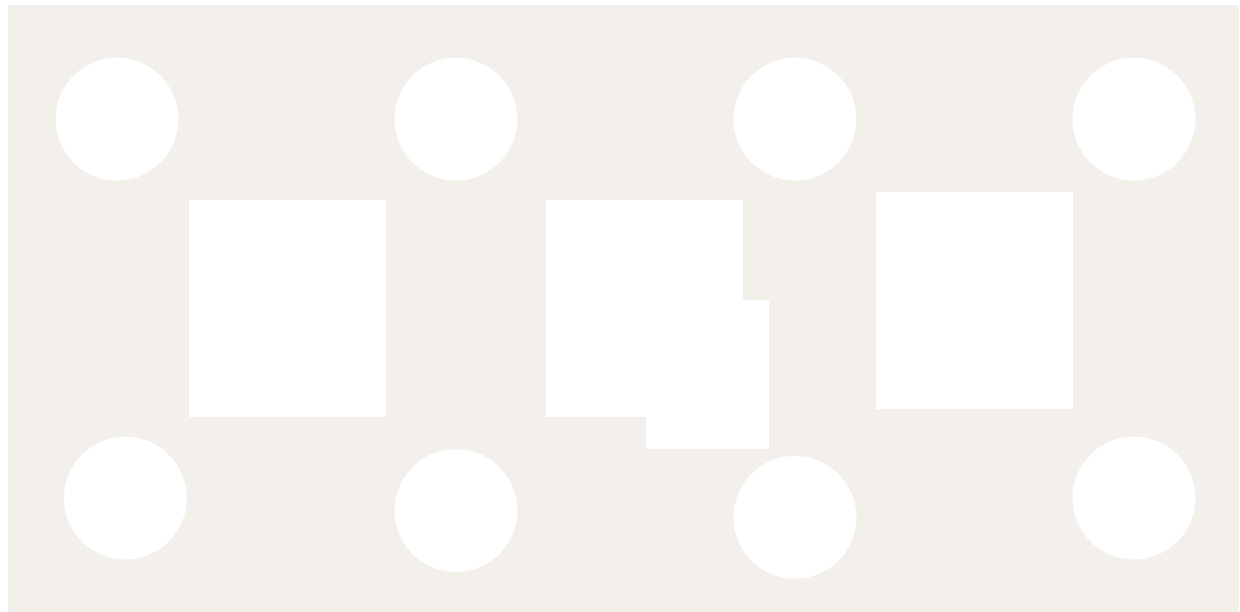
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Location:

Box #:

RECTANGLE TABLE

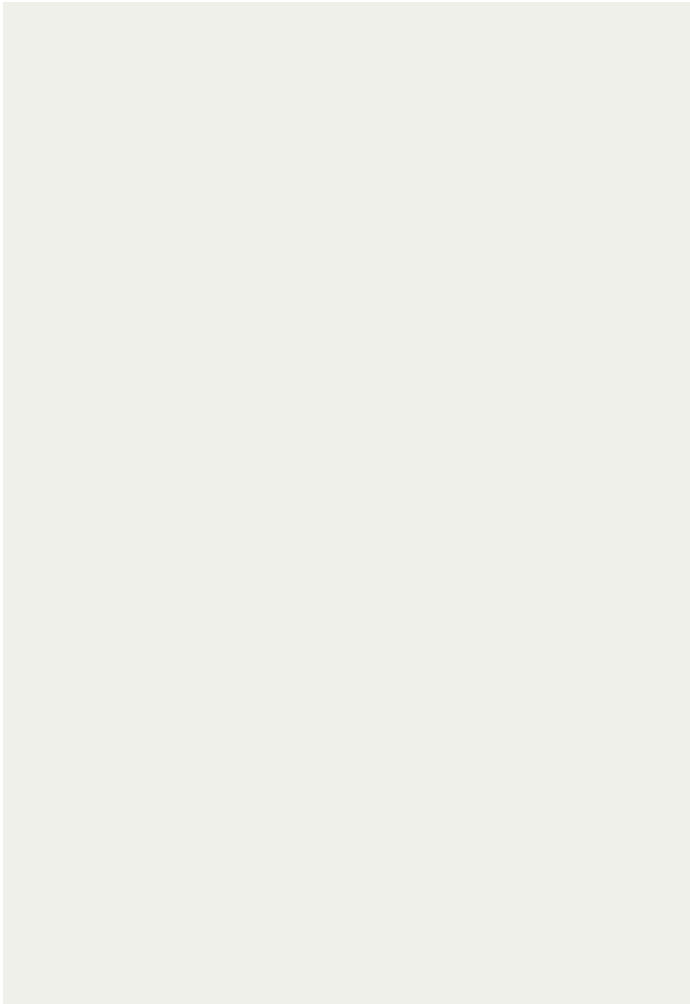
DECOR SET-UP



RECTANGLE TABLE

DECOR ITEMS

Inspiration Photo



Items Needed



Set - up Directions

Table Items



Center Pieces

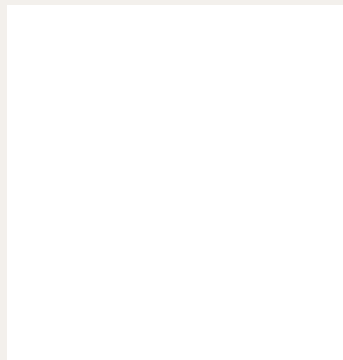
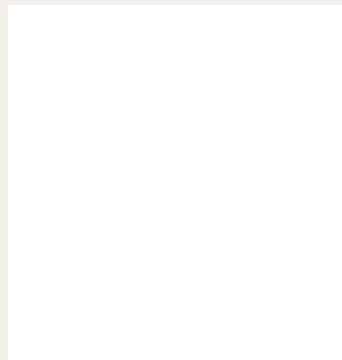
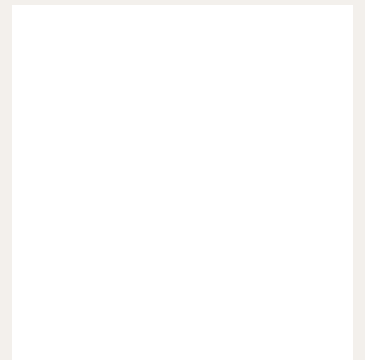


Table Numbers



Place Settings



Menu

RECTANGLE TABLE

DECOR SET-UP INSTRUCTIONS

Items Needed For Ceremony Space

Set - up Directions

RECTANGLE TABLE

DECOR INVENTORY



Qty #

Location:

Box #: 1



Qty #

Location:

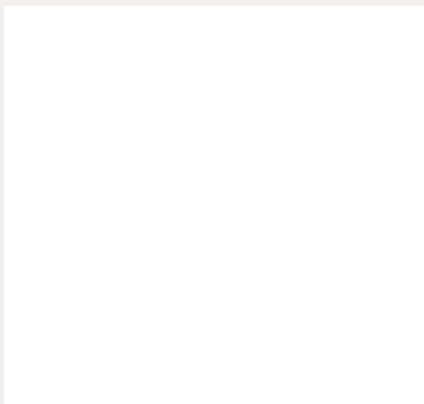
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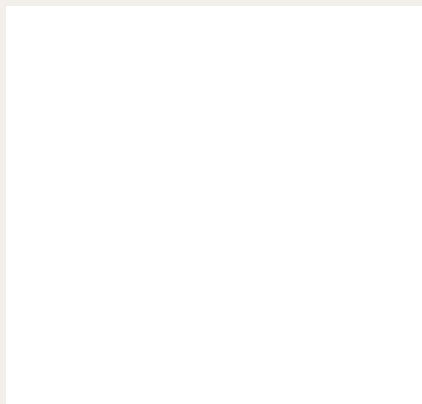
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Qty #

Location:

Box #:



Qty #

Location:

Box #:



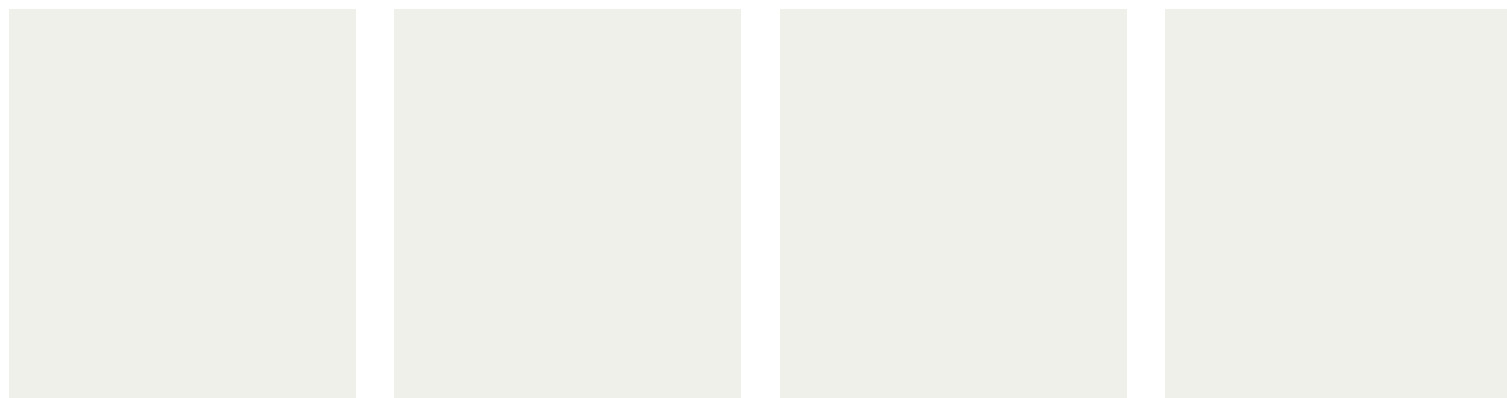
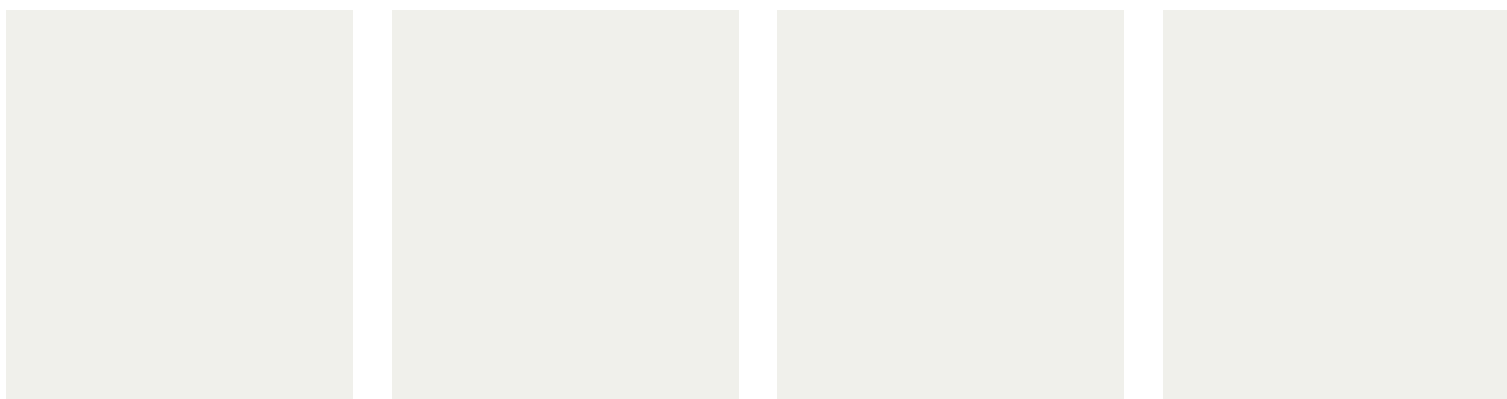
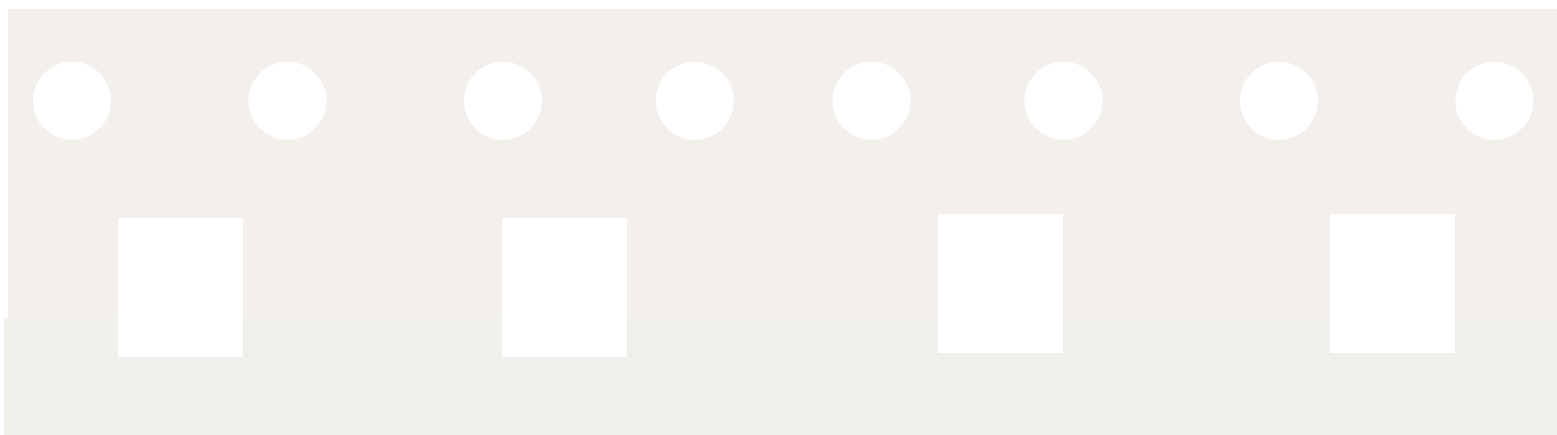
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Location:

Box #:

HEAD TABLE

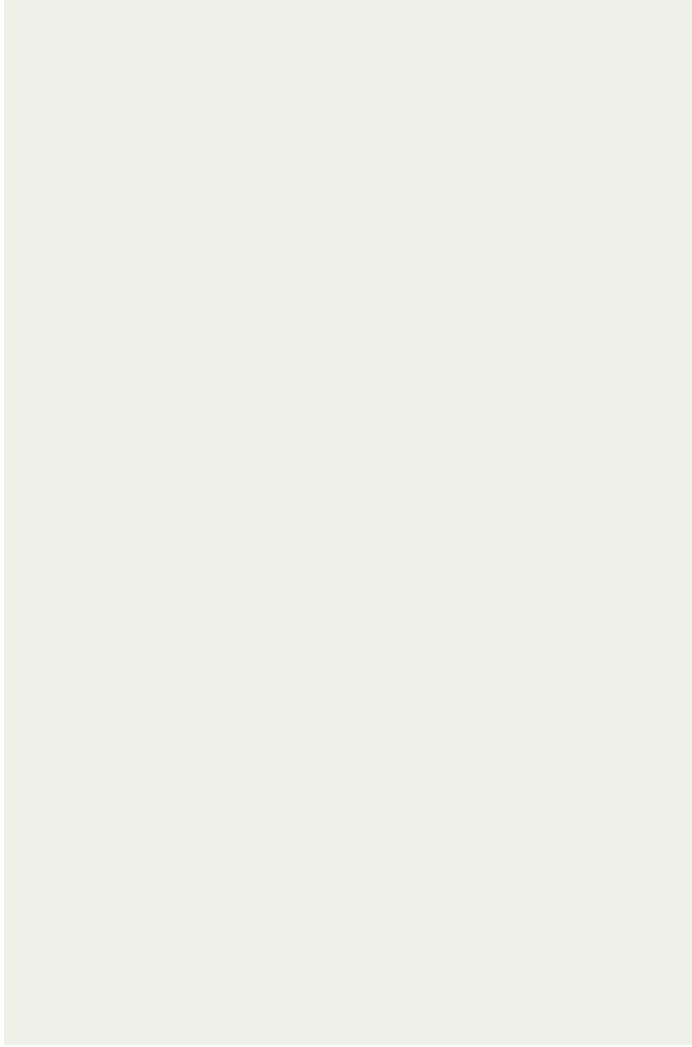
DECOR SET-UP



HEAD TABLE

DECOR ITEMS

Inspiration Photo



Items Needed

Set - up Directions

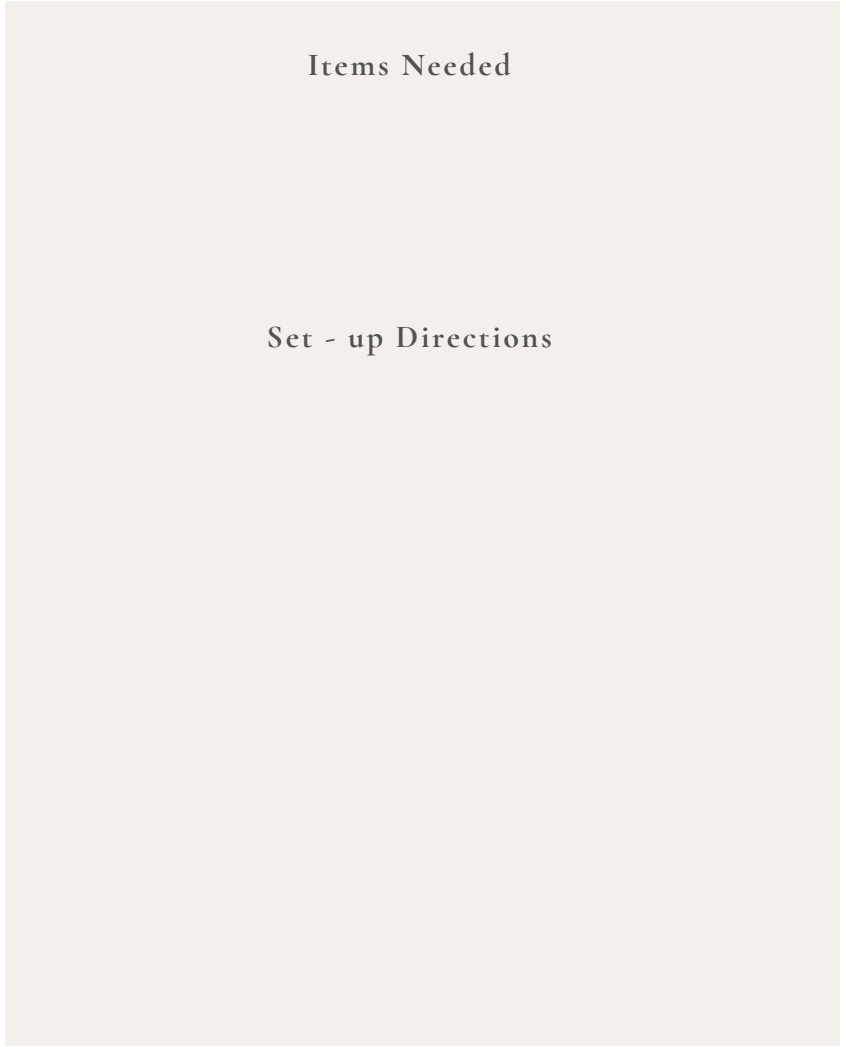


Table Items



Center Pieces

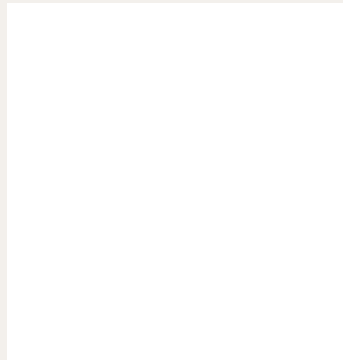
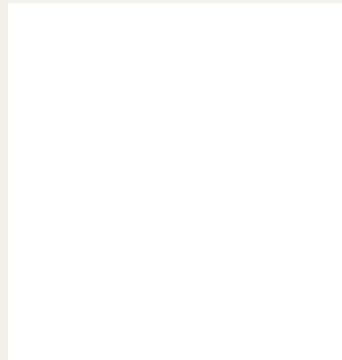
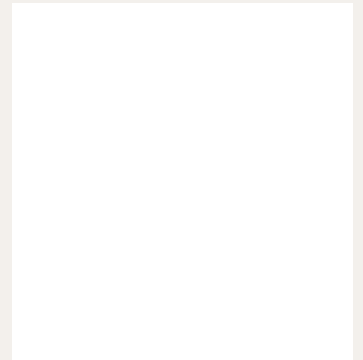


Table Numbers



Place Settings



Menu

HEAD TABLE

SET - UP INSTRUCTIONS

Items Needed For Ceremony Space

Set - up Directions

HEAD TABLE

DECOR INVENTORY



Qty #

Location:

Box #: 1



Qty #

Location:

Box #: 1



Qty #

Location:

Box #: 1



Qty #

Location:

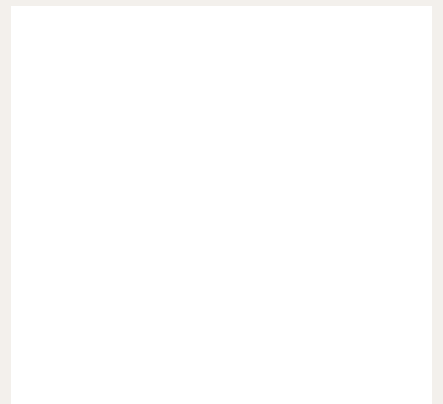
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Qty #

Location:

Box #:



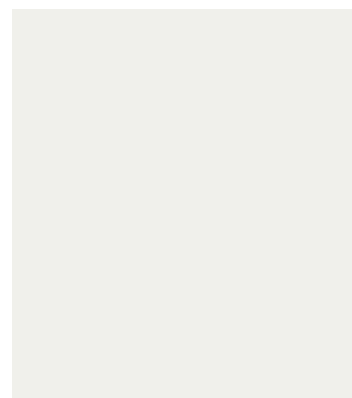
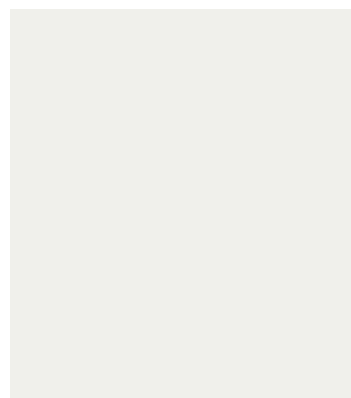
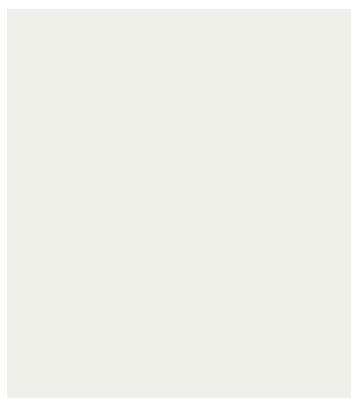
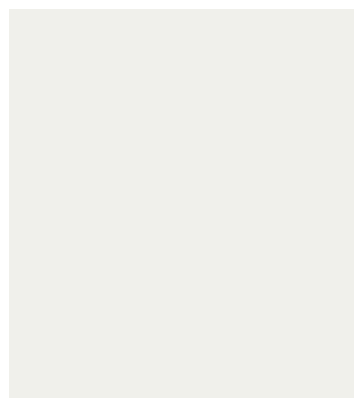
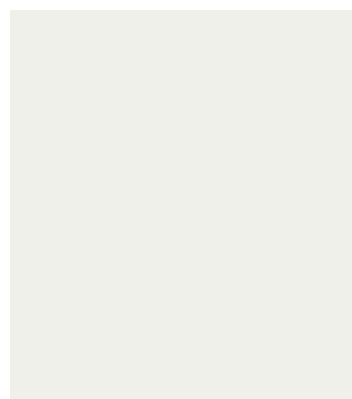
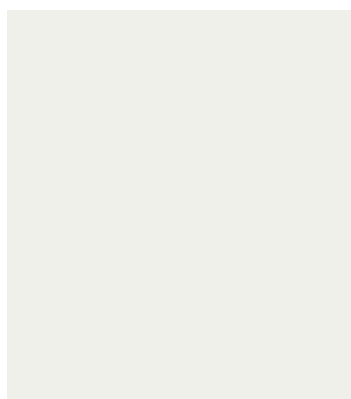
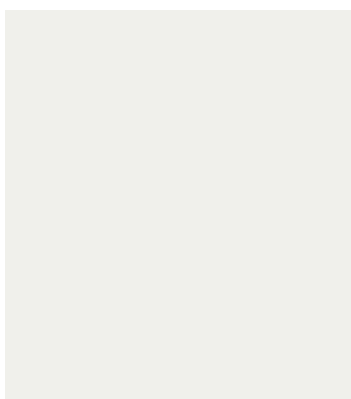
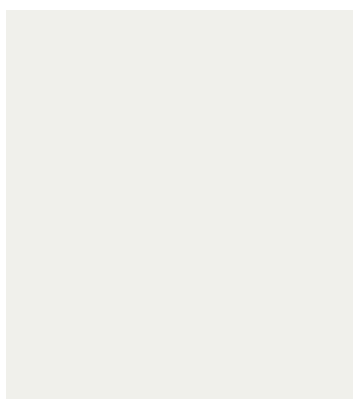
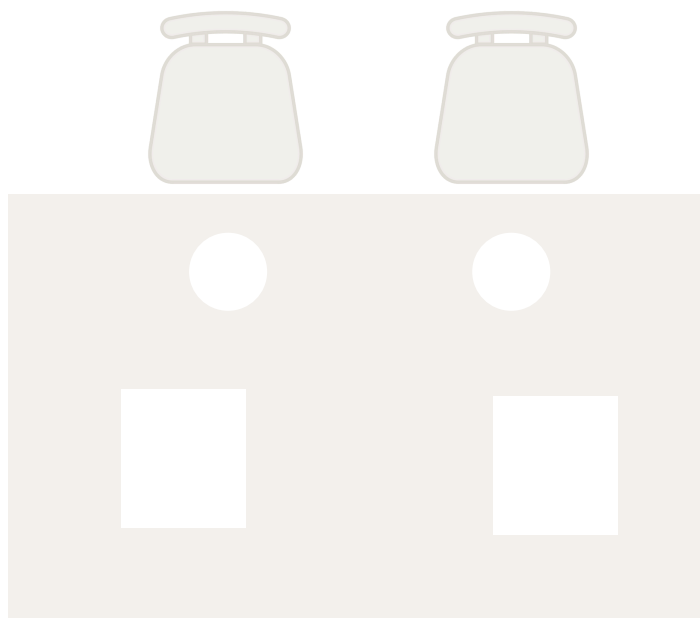
Qty #

Location:

Box #:

SWEETHEART TABLE

DECOR SET-UP



SWEETHEART TABLE

DECOR ITEMS

Inspiration Photo

Items Needed

Set - up Directions

Table Items

Center Pieces

Table Numbers

Place Settings

Menu

SWEETHEART TABLE

SET - UP I N S T U R C T I O N S

Items Needed For Ceremony Space

Set - up Directions

SWEETHEART TABLE

DECOR INVENTORY



Qty #

Location:

Box #: 1



Qty #

Location:

Box #: 1



Qty #

Location:

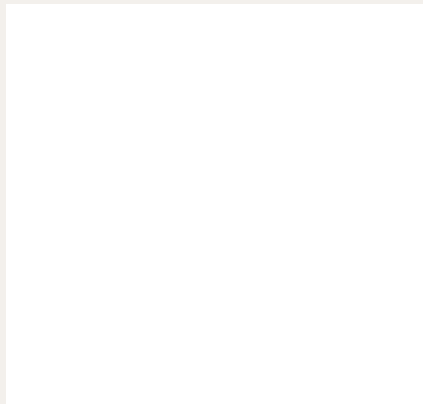
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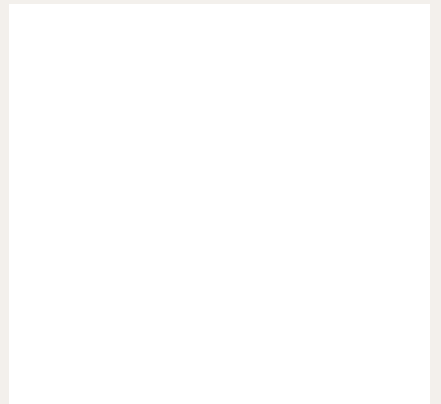
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Qty #

Location:

Box #:



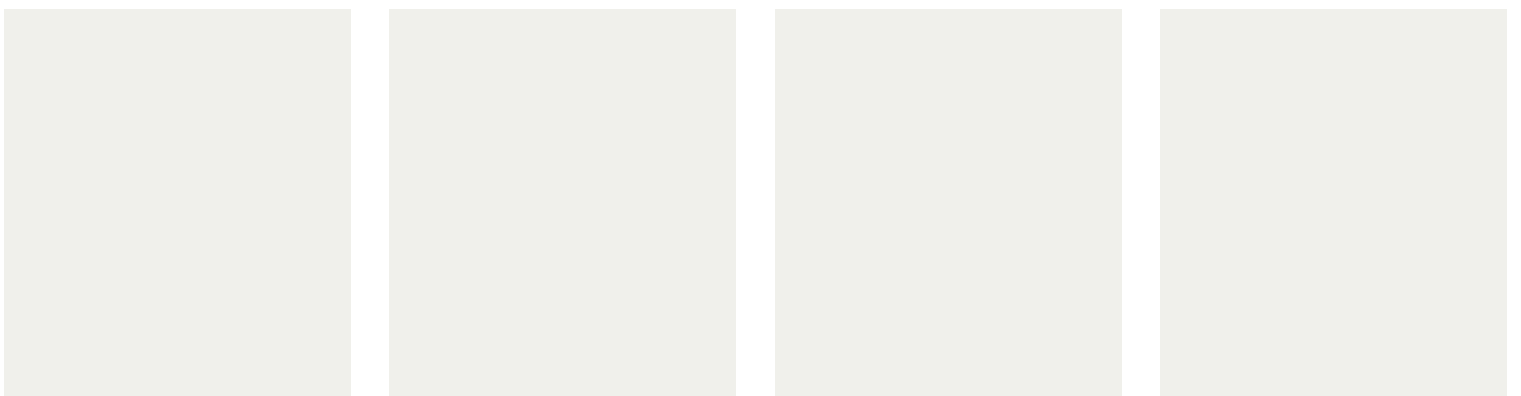
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Location:

Box #:

DANCE FLOOR

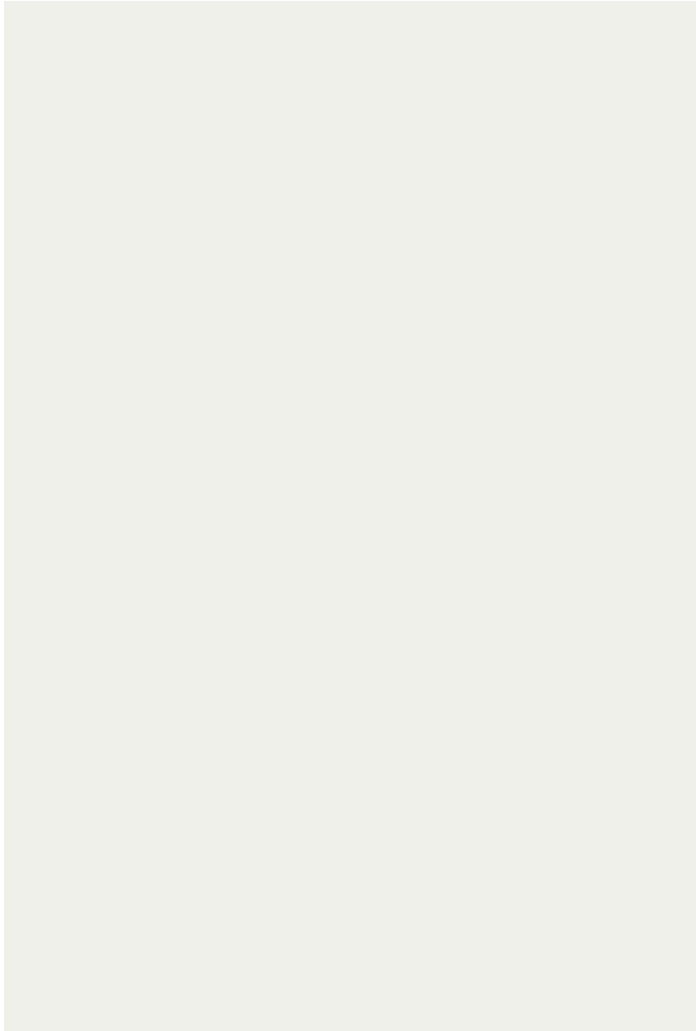
DECOR SET-UP



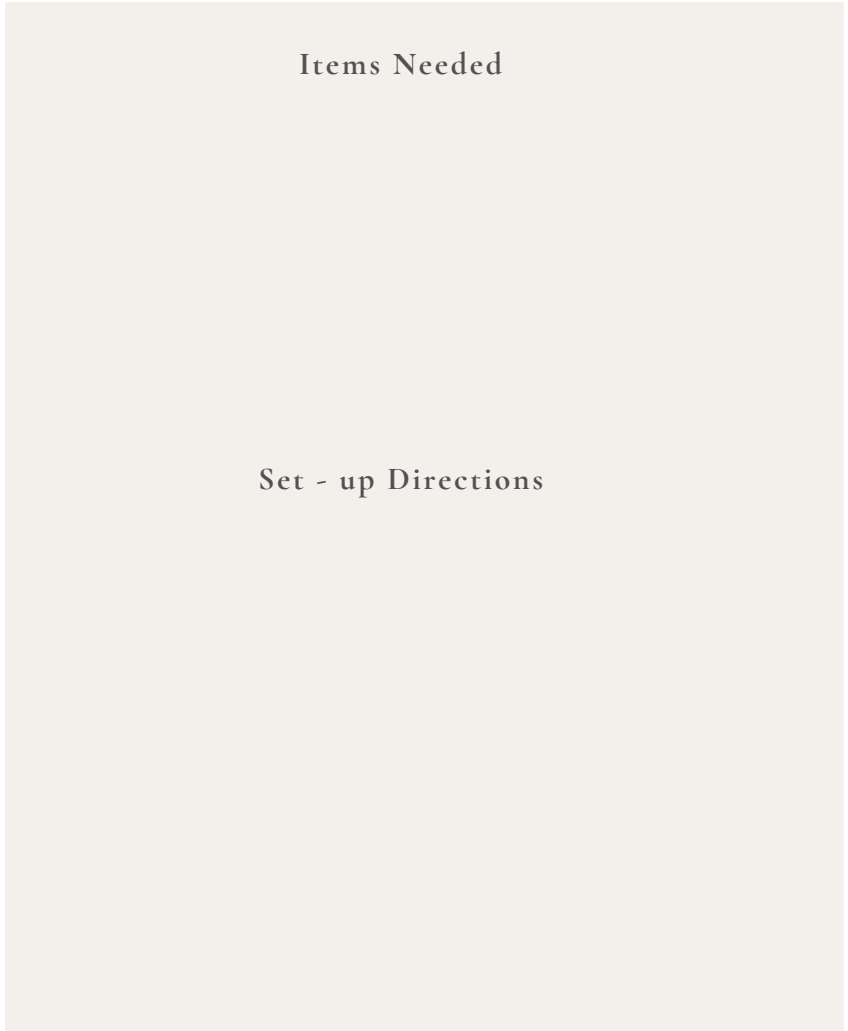
DANCE FLOOR

DECOR ITEMS

Inspiration Photo

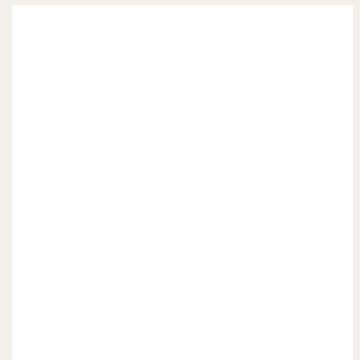
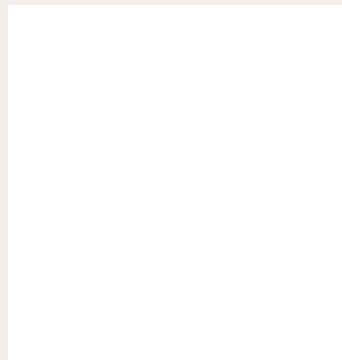
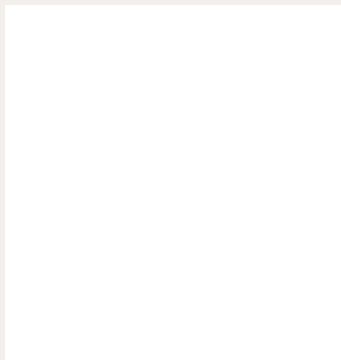


Items Needed



Set - up Directions

Items



DANCE FLOOR

DECOR SET-UP INSTRUCTIONS

Items Needed For Ceremony Space

Set - up Directions

DANCE FLOOR

DECOR INVENTORY



Qty #

Location:

Box #: 1



Qty #

Location:

Box #: 1



Qty #

Location:

Box #: 1



Qty #

Location:

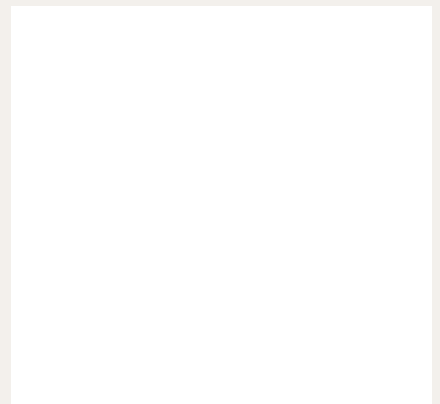
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Qty #

Location:

Box #:



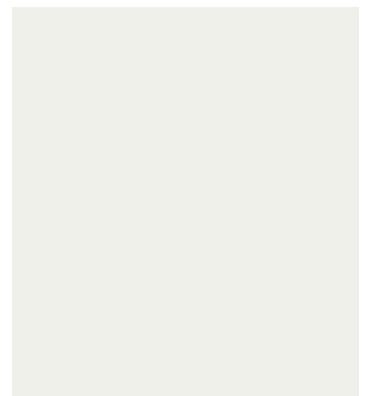
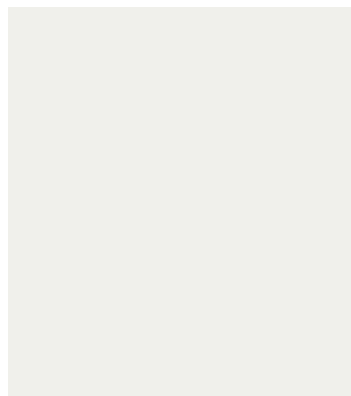
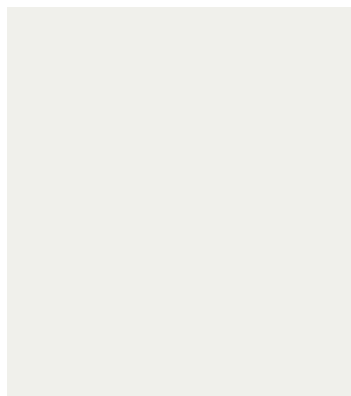
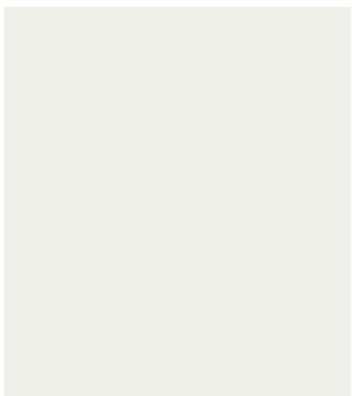
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Location:

Box #:

CAKE TABLE

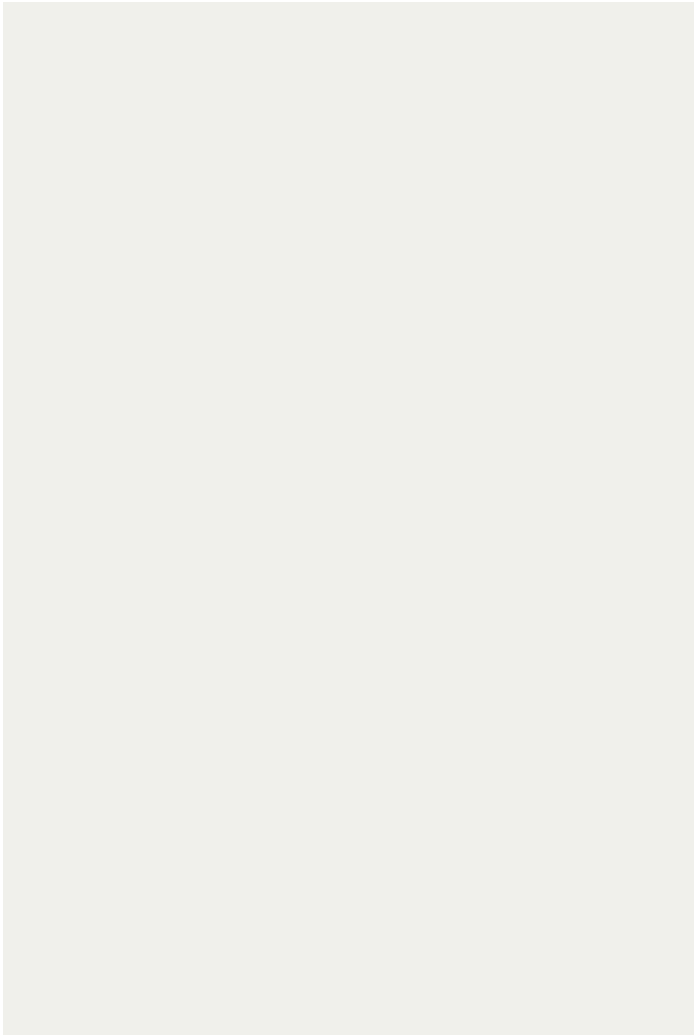
DECOR SET - UP



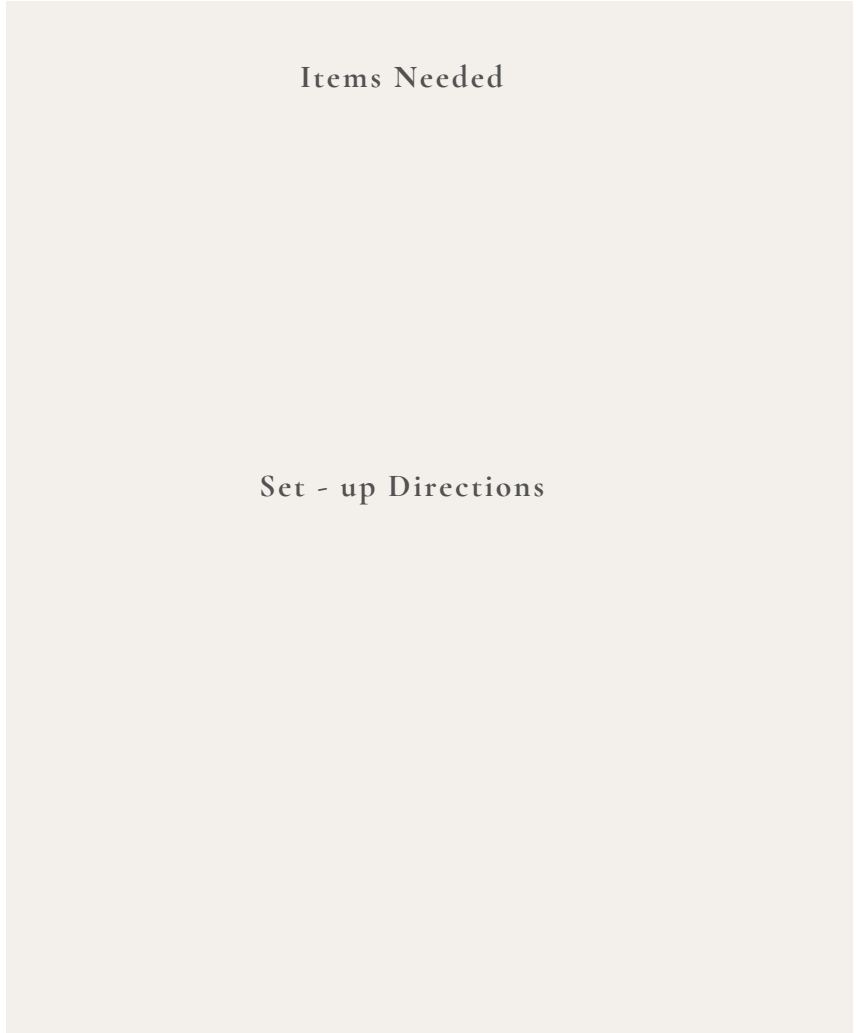
CAKE TABLE

DECOR ITEMS

Inspiration Photo

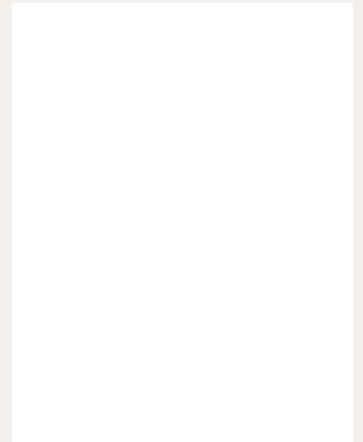
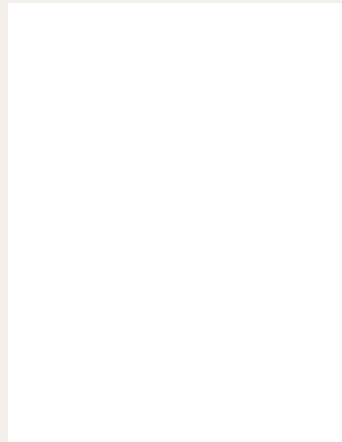
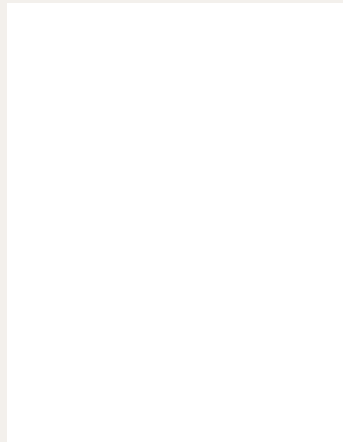


Items Needed



Set - up Directions

Table Items



CAKE TABLE

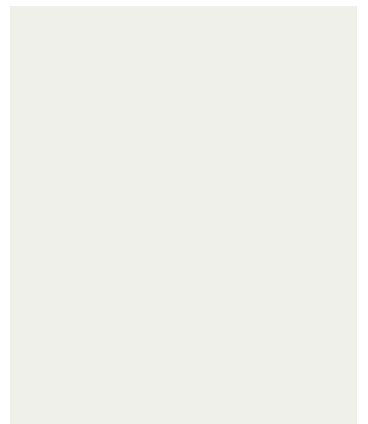
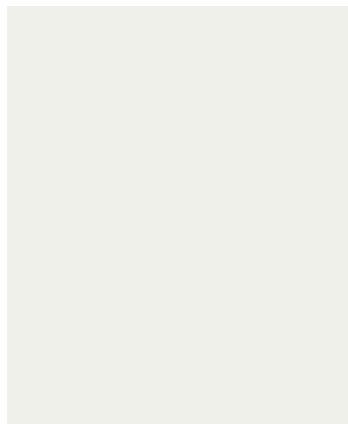
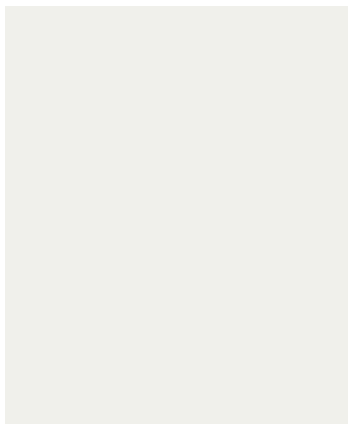
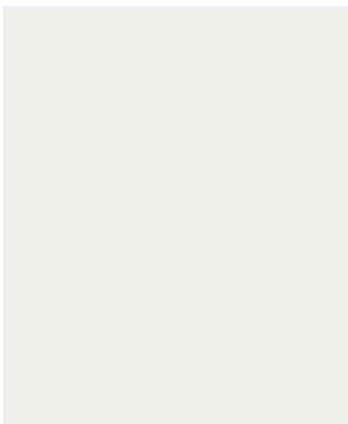
DECOR SET-UP INSTRUCTIONS

Items Needed For Ceremony Space

Set - up Directions

BAR TABLE

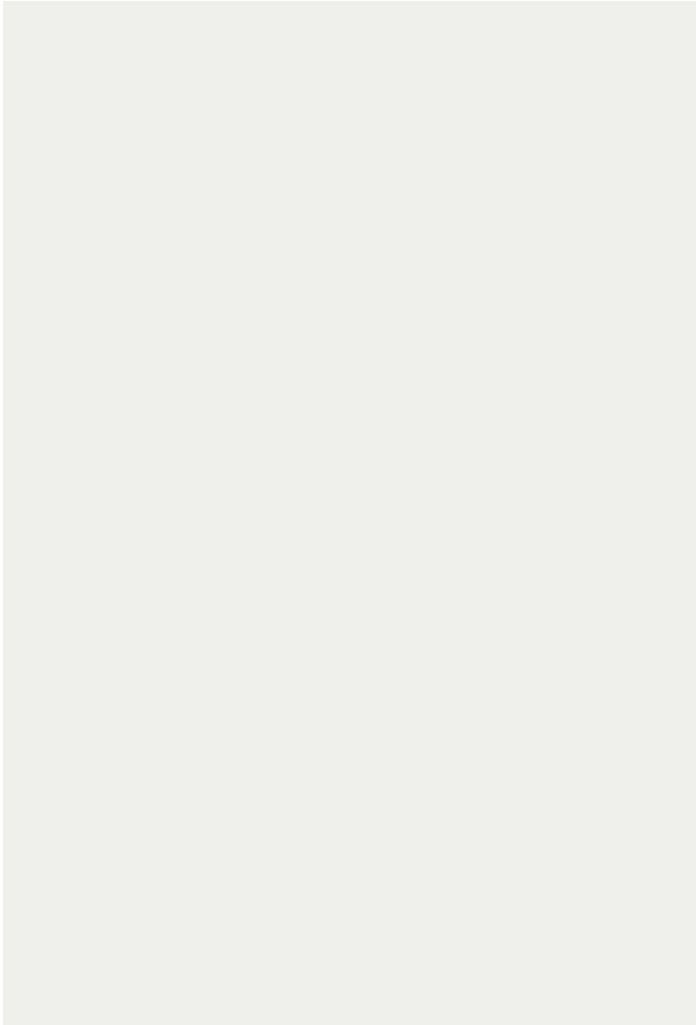
DECOR SET-UP



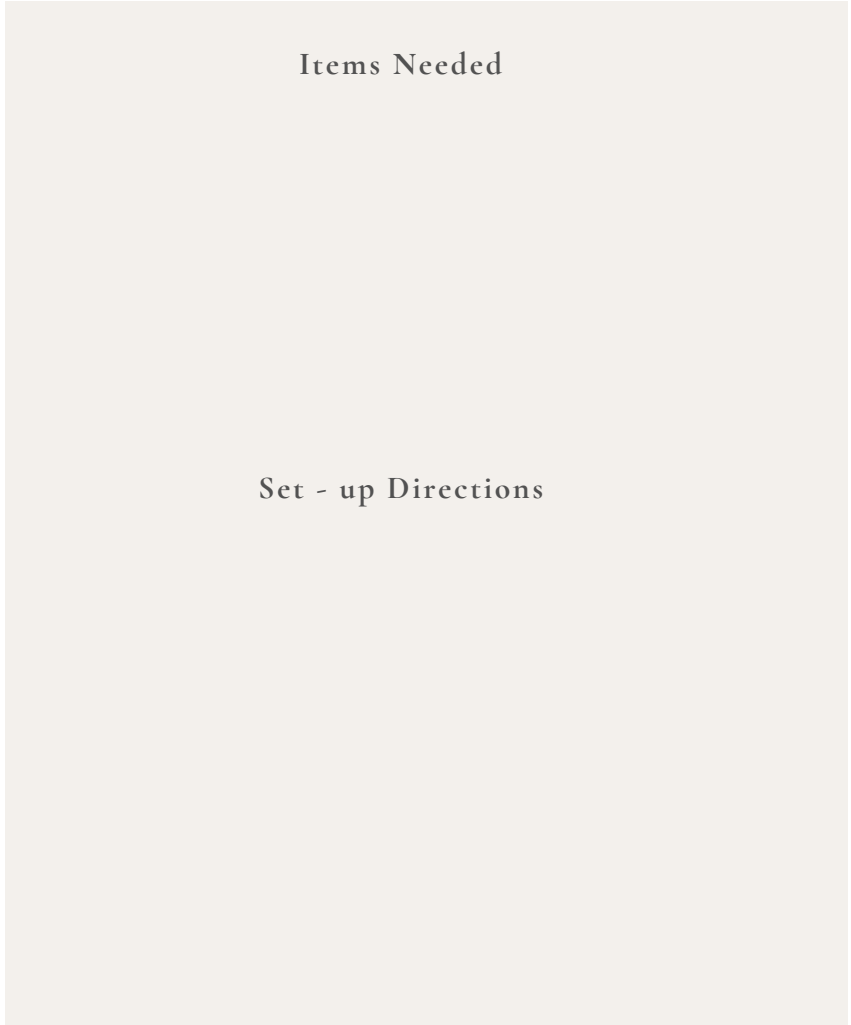
BAR TABLE

DECOR ITEMS

Inspiration Photo

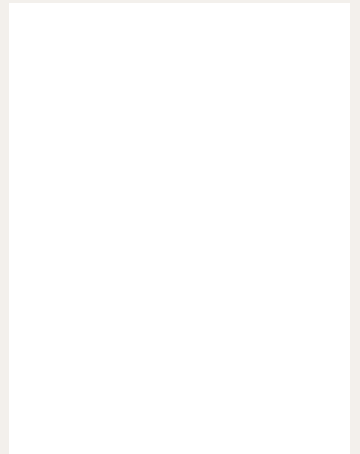
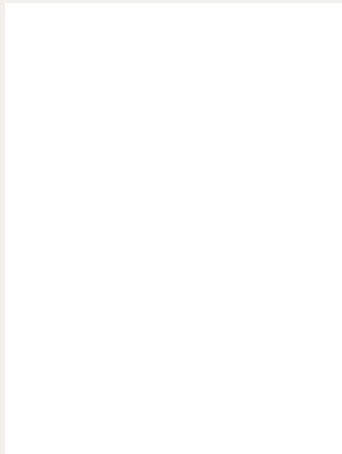
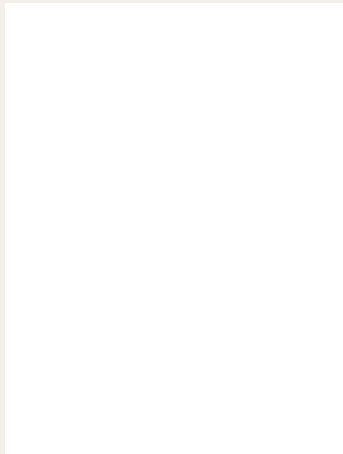


Items Needed



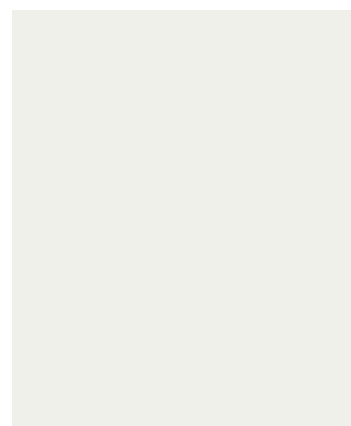
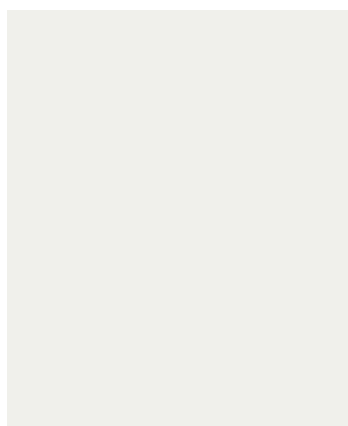
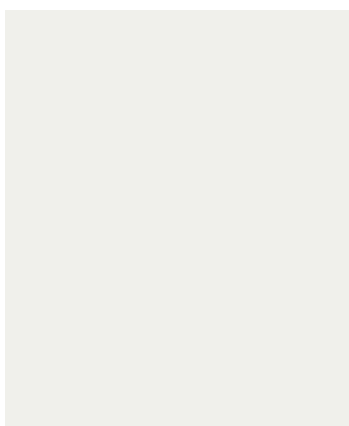
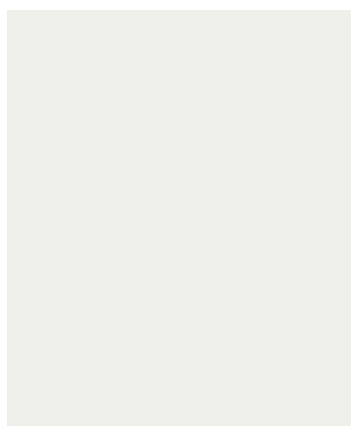
Set - up Directions

Items



GUESTBOOK

DECOR SET-UP



GUESTBOOK TABLE

DECOR SET-UP INSTRUCTIONS

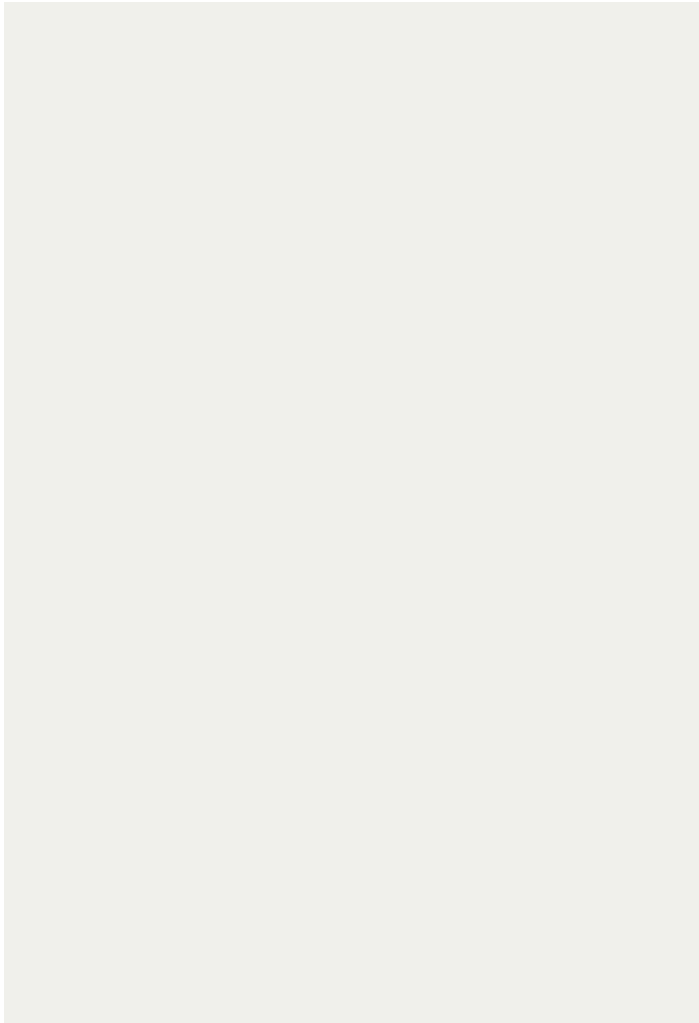
Items Needed For Ceremony Space

Set - up Directions

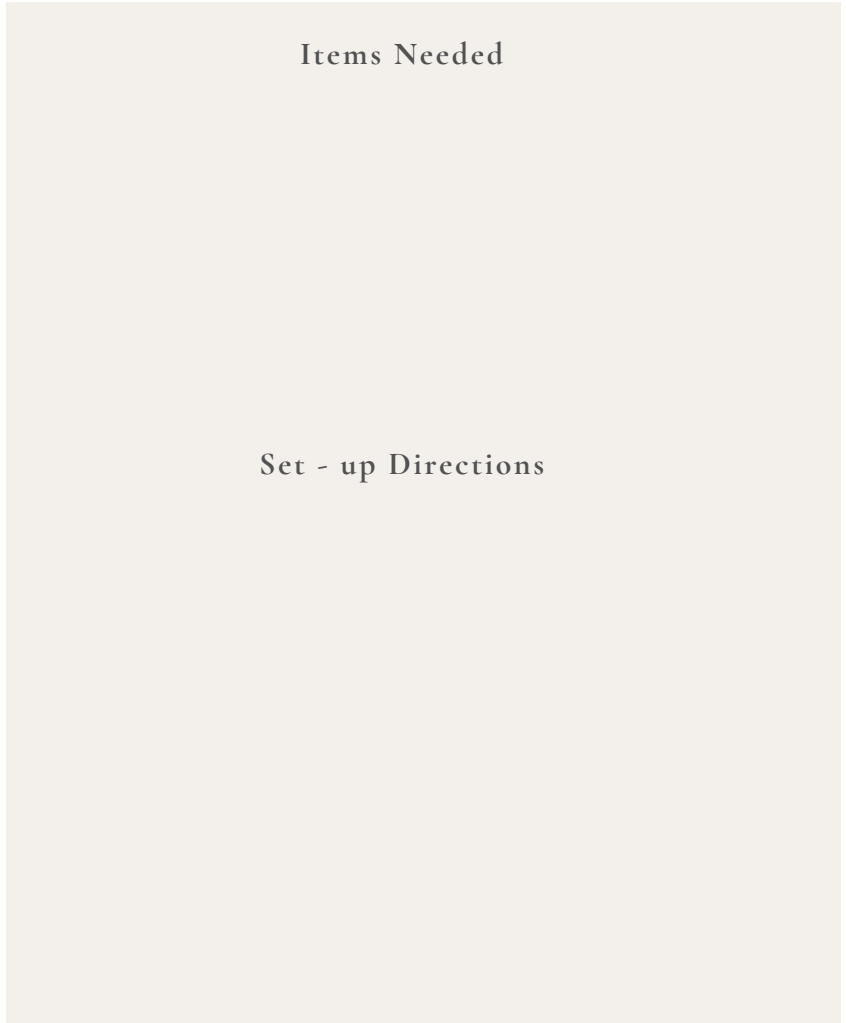
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DECOR ITEMS

Inspiration Photo

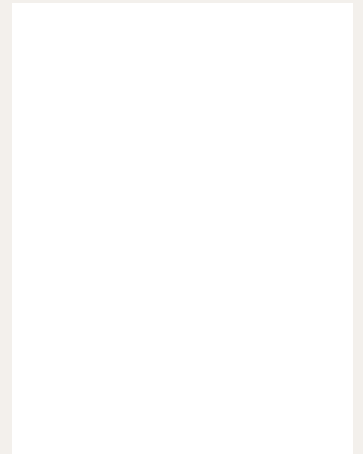
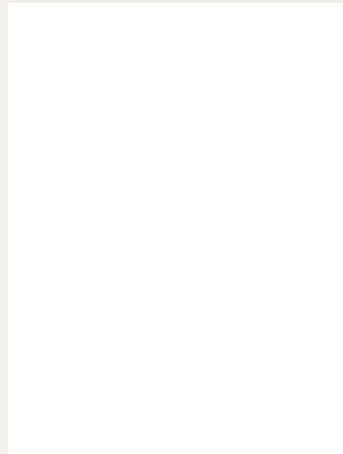
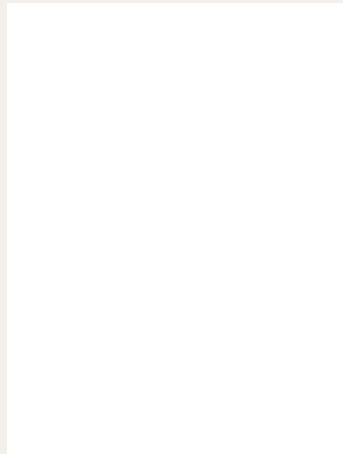


Items Needed



Set - up Directions

Items



SIGNAGE

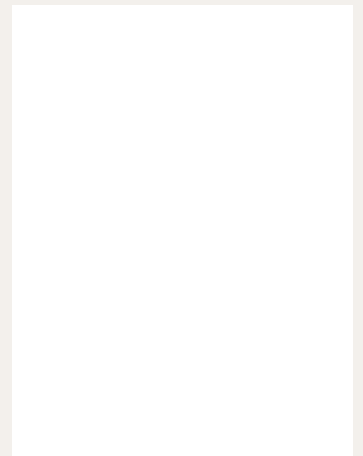
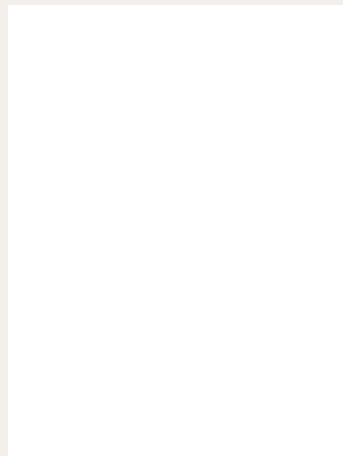
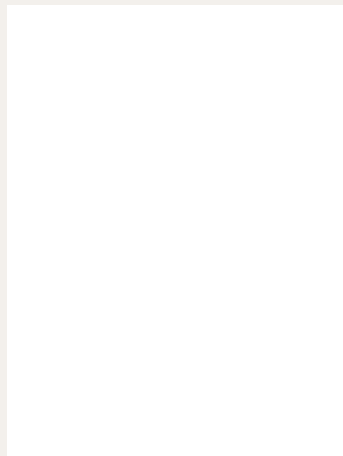
DECOR ITEMS

Inspiration Photo

Items Needed

Set - up Directions

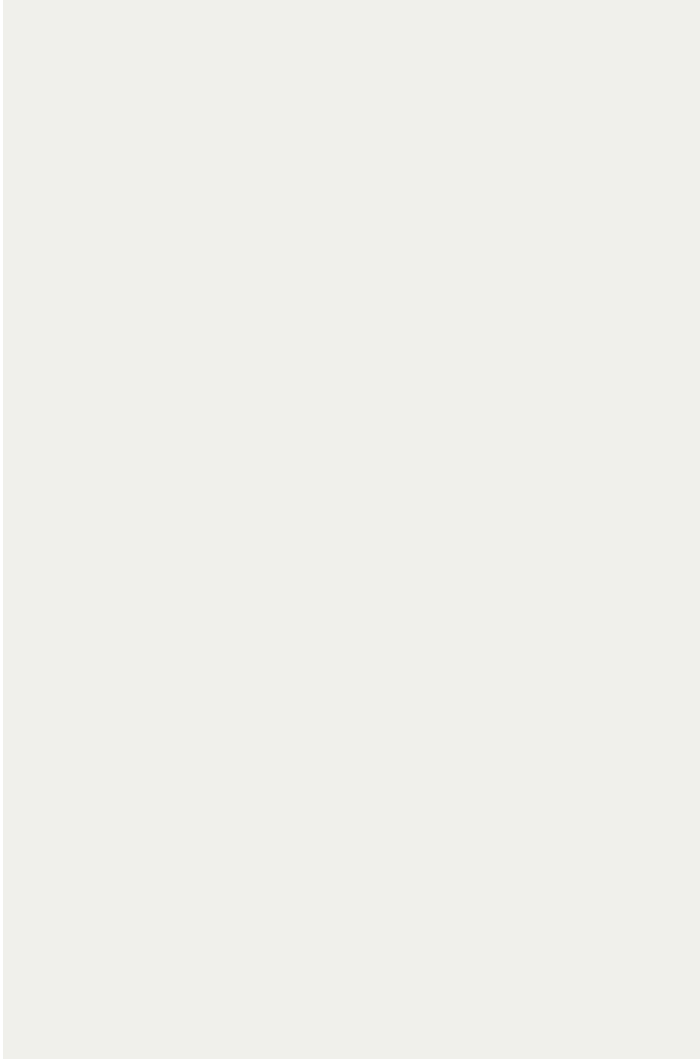
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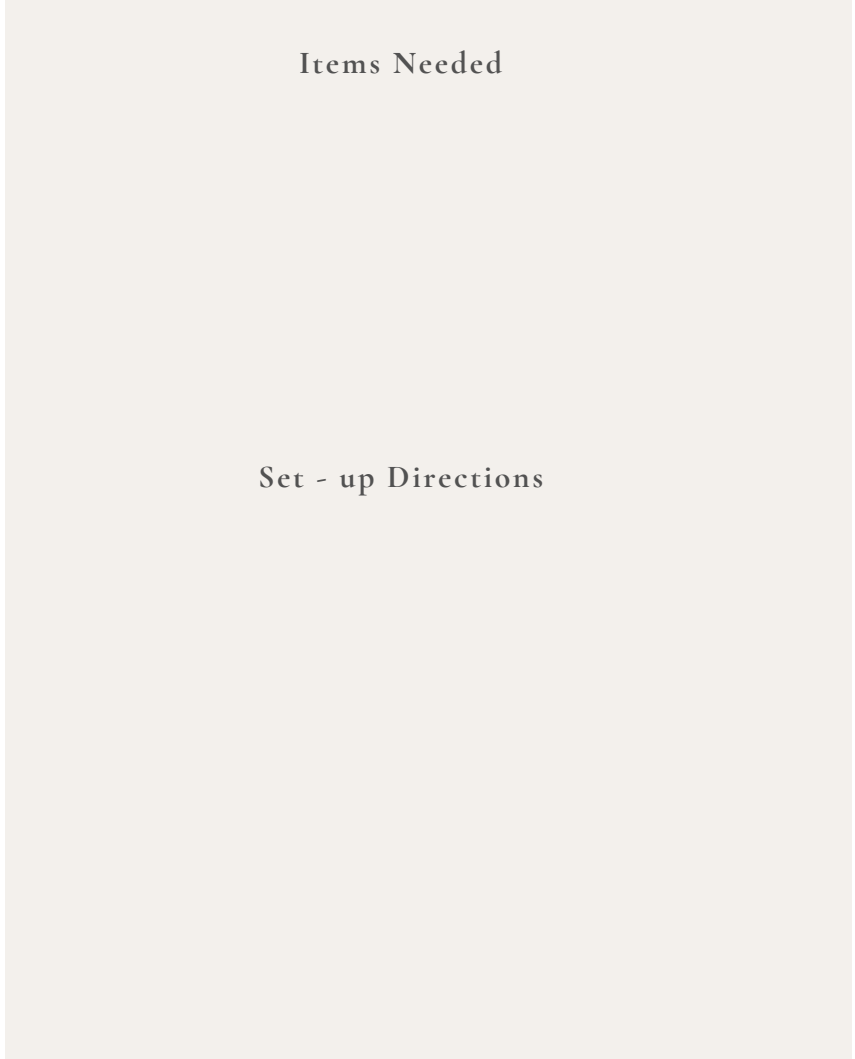
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DECOR ITEMS

Inspiration Photo

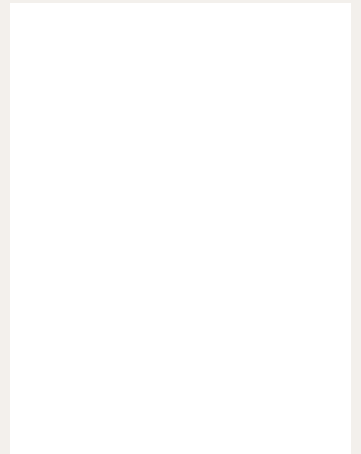
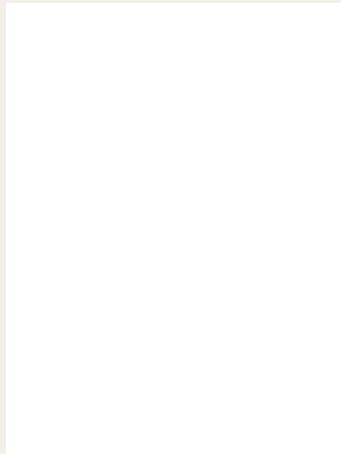
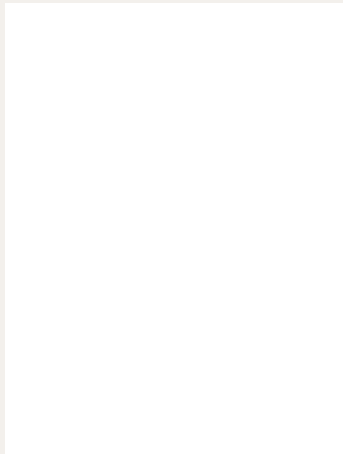


Items Needed



Set - up Directions

Items



RECEPTION

DECOR INVENTORY



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Location:

Box #: 1



Qty #

Location:

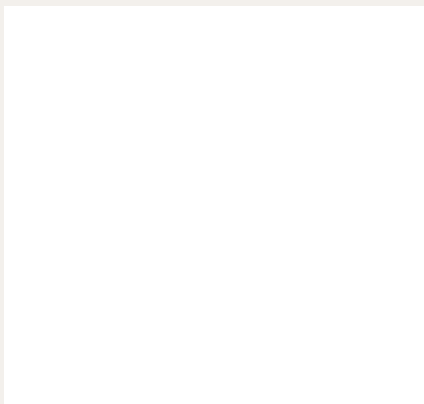
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Qty #

Location:

Box #: 1



Qty #

Location:

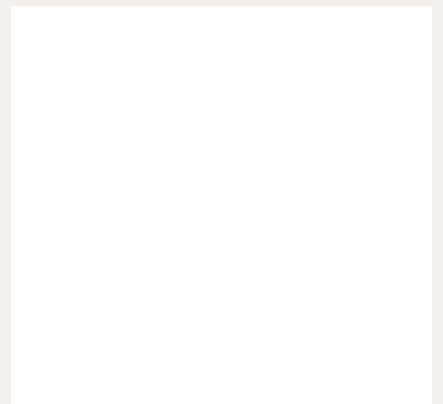
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Qty #

Location:

Box #:



Qty #

Location:

Box #:

RECEPTION

DECOR INVENTORY



Qty #

Location:

Box #: 1



Qty #

Location:

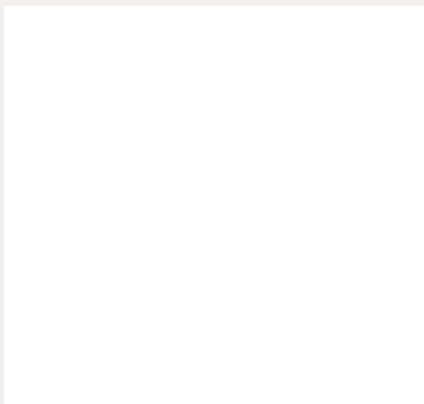
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Qty #

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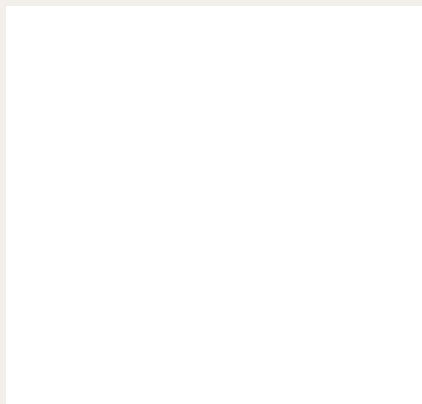
Box #: 1



Qty #

Location:

Box #:



Qty #

Location:

Box #:



Qty #

Location:

Box #:

THE DECOR RENTING LIST



the FLOOR PLAN

CEREMONY EXAMPLE

CEREMONY ELEMENTS

MY CEREMONY

RECEPTION EXAMPLE

RECEPTION ELEMENTS

MY RECEPTION

THE CEREMONY

FLOOR PLAN



W.S

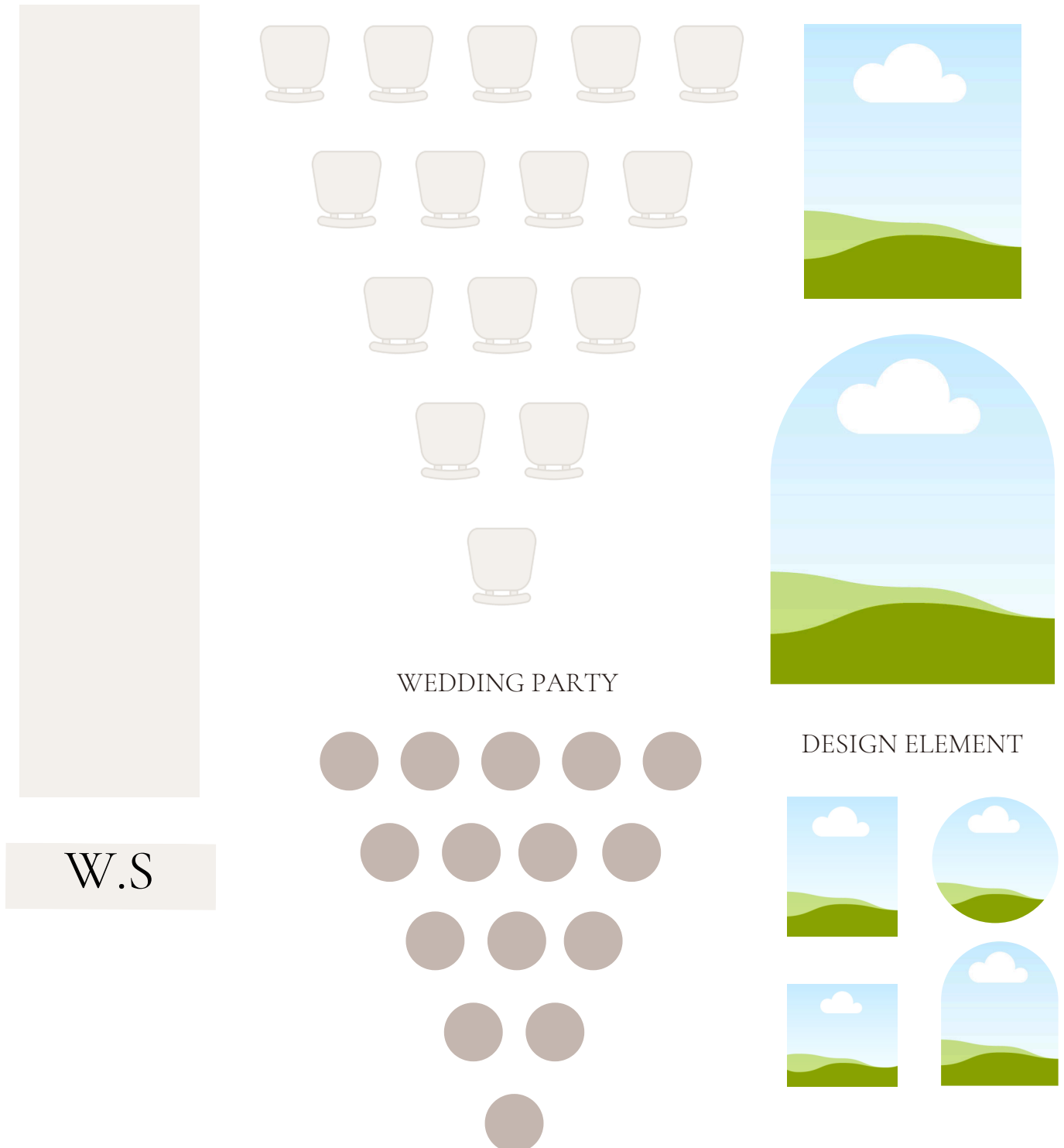
THE CEREMONY

FLOOR PLAN ELEMENTS

How To Use: Use on a desktop

Step one: Click and drag up on one of the elements you need to build your plan, a little button will pop up, select the two little rectangles (the top one will have a plus sign on it) this will duplicate it.

Step Two: Once it has duplicated drag it down to the next page and build your floor plan



Floor Plans

CEREMONY PLAN BUILDER

BUILD YOUR OWN HERE

The diagram illustrates a floor plan for a restaurant or event space. The layout includes:

- Entrance:** Located at the bottom center, marked with a double door icon.
- Bar:** A rectangular area on the left side, labeled "BAR".
- Food Table:** Two rectangular areas on the right side, labeled "FOOD TABLE".
- Dance Floor:** A large central rectangular area labeled "DANCE FLOOR".
- Tables and Chairs:**
 - Head Table:** A long rectangular table at the top, labeled "HEAD TABLE", with eight chairs along its top edge.
 - Rectangular Tables:** Six rectangular tables, each labeled "TABLE #", arranged in two columns of three on either side of the dance floor. Each table has four chairs (two on each long side).
 - Circular Tables:** Four circular tables, each labeled "TABLE #", arranged in a 2x2 grid in the center of the room. Each table has eight chairs (four on each side).
- Measurement Labels:**
 - "MEASUREMENT : here x here" is written vertically on the left wall.
 - "MEASUREMENT : here x here" is written horizontally at the bottom left.
- Doors:** In addition to the main entrance, there are two smaller doors on the top wall and one on the bottom right wall.

MEASUREMENT : here x here

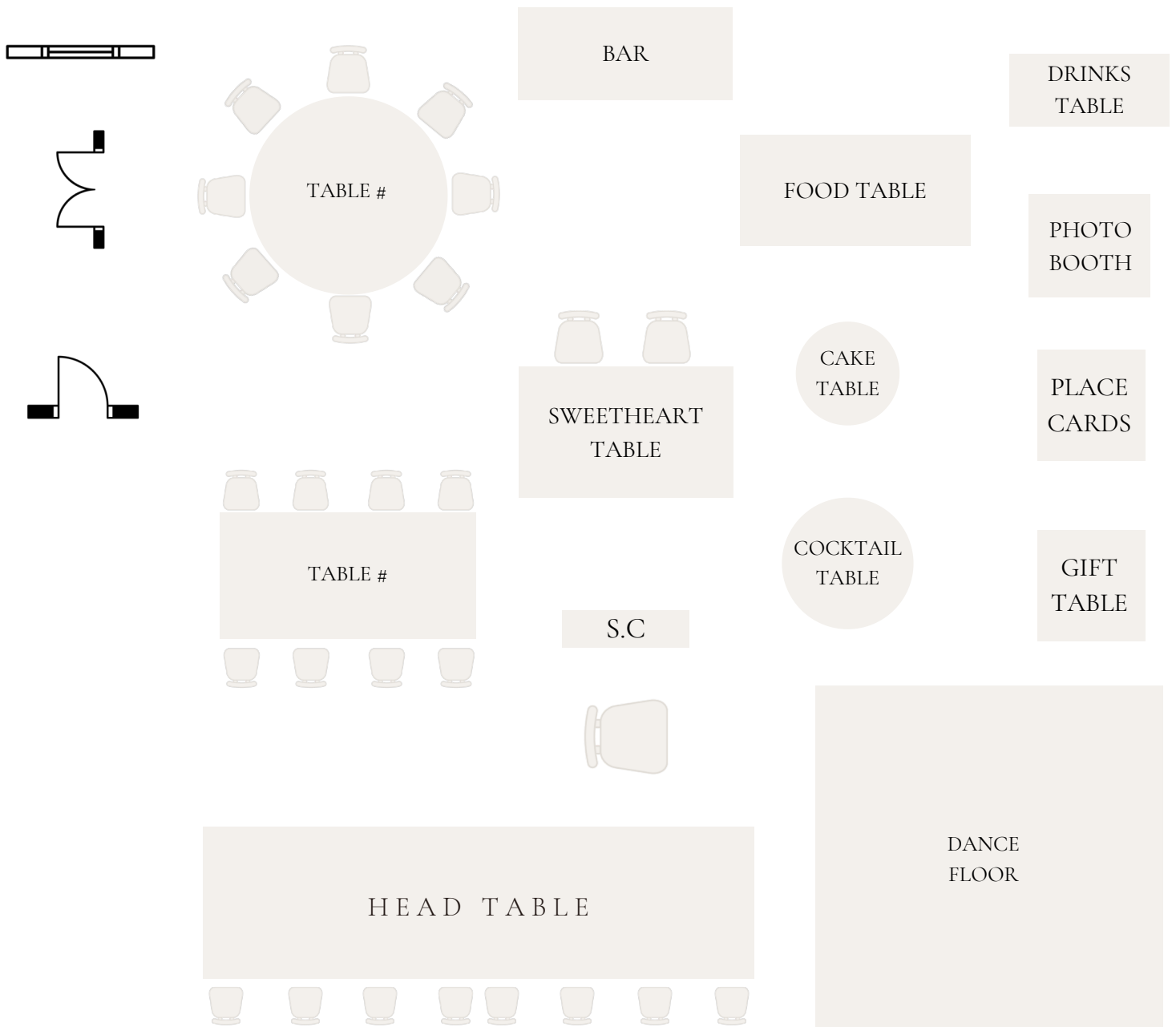
THE RECEPTION

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Step Two: Once it has duplicated drag it down to the next page and build your floor plan



FLOOR PLAN BUILDER

MEASUREMENT : here x here

MEASUREMENT : here x here

Floor Plans

FLOOR PLAN BUILDER

BUILD YOUR OWN HERE



the GUEST LOGISTICS

FINAL GUEST LIST

ACCOMMODATIONS

TABLE SEATING V.1

TABLE SEATING V.2

FINAL GUEST LIST

AND DIETARY INSTRUCTIONS

[illegible]

ACCOMMODATIONS

THE ROOM ASSIGNMENTS

Room #1:

Room #2:

Room #3:

Room #4:

Room #5:

Room #6:

Room #7:

Room #8:

Room #9:

Room #10:

Room #11:

Room #12:

ACCOMMODATIONS

THE ROOM ASSIGNMENTS

Room #1:

Room #2:

Room #3:

Room #4:

Room #5:

Room #6:

Room #7:

Room #8:

Room #9:

Room #10:

Room #11:

Room #12:

TABLE SEATING CHART

TABLE 1

TABLE 3

TABLE 2

TABLE 4

TABLE SEATING CHART

TABLE 5

TABLE 7

TABLE 6

TABLE 8

TABLE SEATING C H A R T

TABLE 9

TABLE 11

TABLE 10

TABLE 12

TABLE SEATING C H A R T

TABLE 13

TABLE 15

TABLE 14

TABLE 16

TABLE SEATING C H A R T

TABLE 17

TABLE 19

TABLE 18

TABLE 20

TABLE SEATING

INTERACTIVE CHART

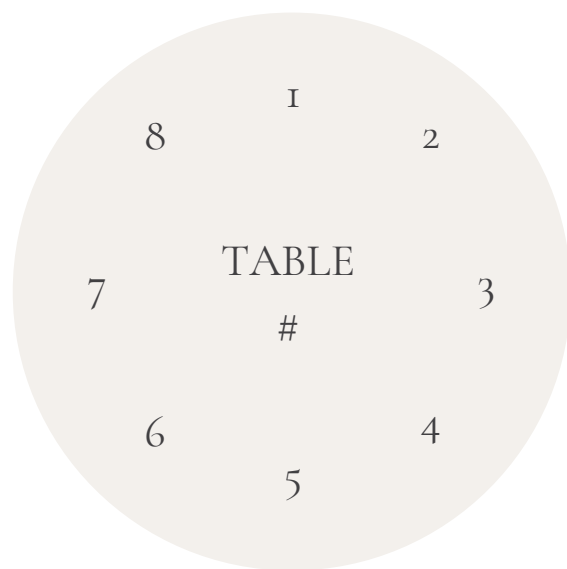
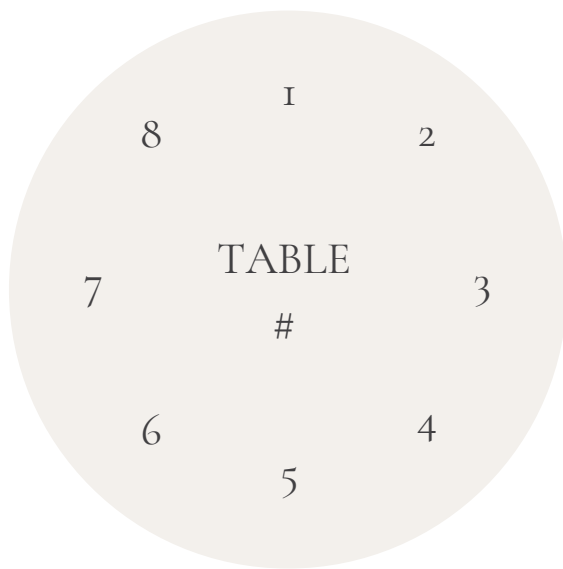


TABLE SEATING

INTERACTIVE CHART

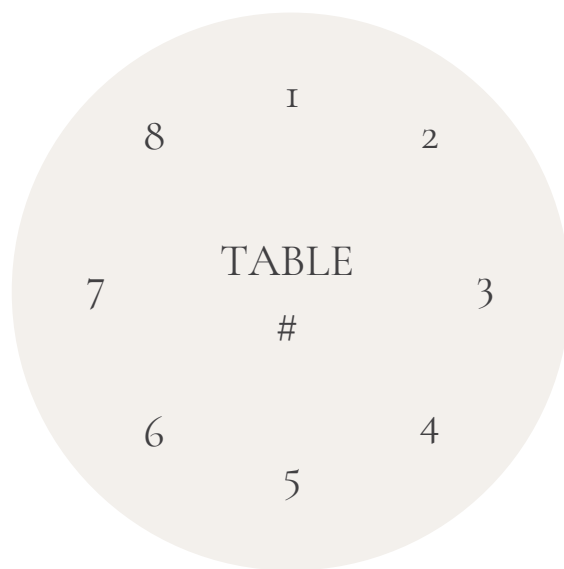
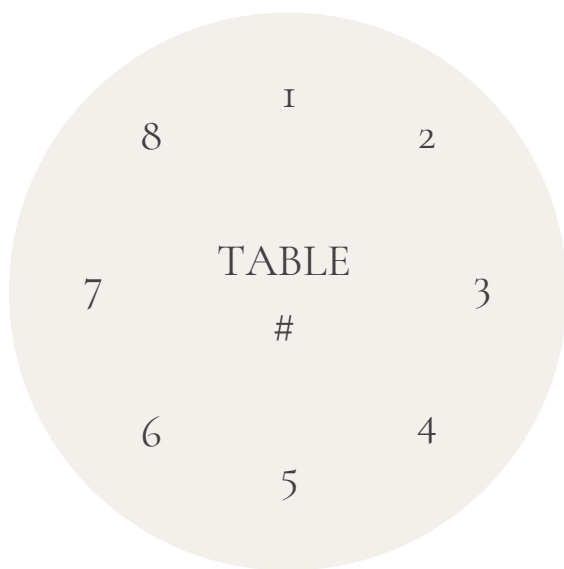


TABLE SEATING

INTERACTIVE CHART

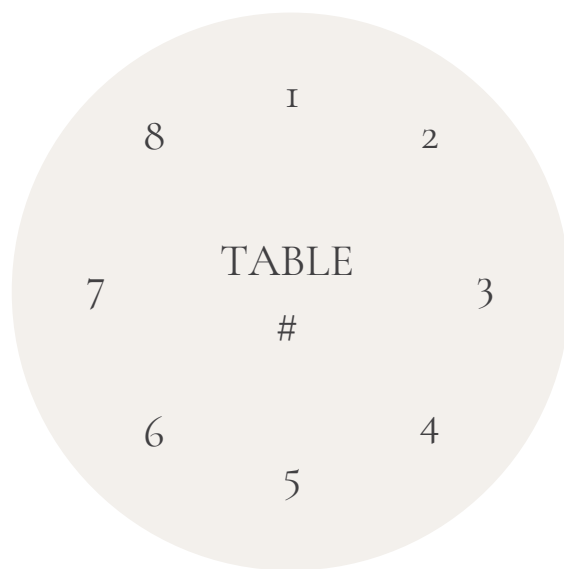
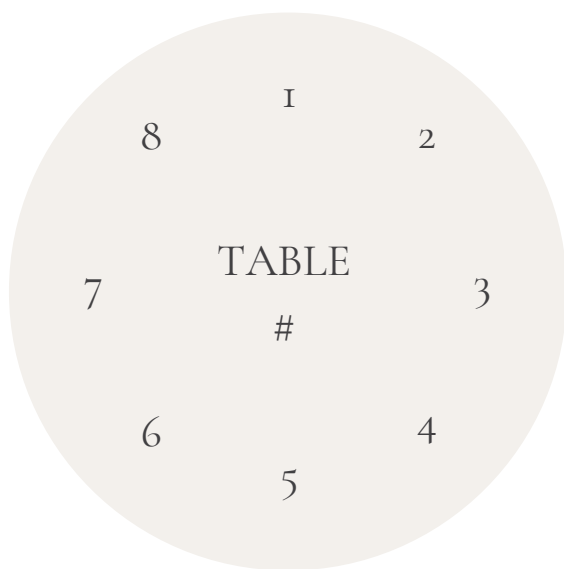


TABLE SEATING

INTERACTIVE CHART

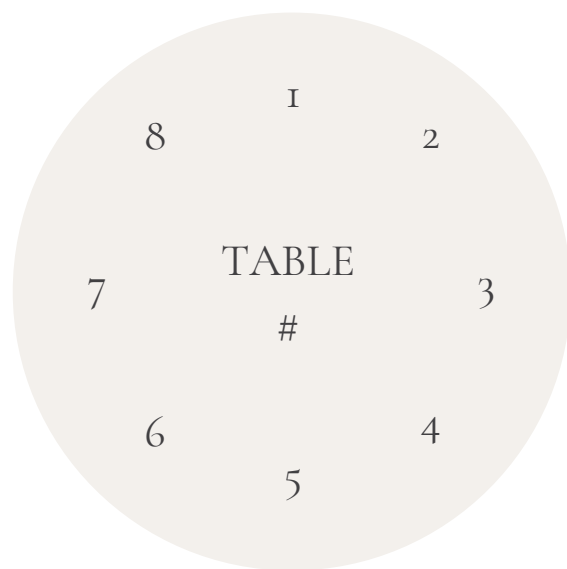
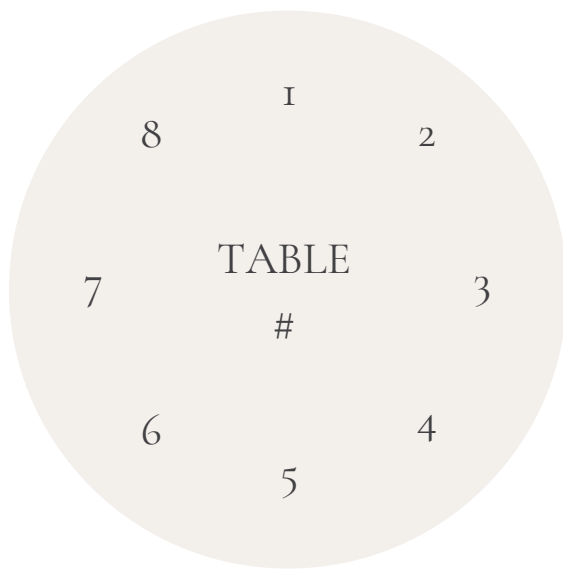


TABLE SEATING

INTERACTIVE CHART

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

TABLE SEATING

INTERACTIVE CHART

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

TABLE SEATING

INTERACTIVE CHART

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
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5 6 7 8

TABLE SEATING

INTERACTIVE CHART

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

TABLE SEATING

INTERACTIVE CHART

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8

1 2 3 4

TABLE
#

5 6 7 8



the CONTRACTS

INSTRUCTIONS

VENDOR CONTRACTS

VENDOR CONTRACTS

USING A PHYSICAL BINDER?

In this section of the binder make copies of all your contracts you signed and put it in a clear page protector, this will help in making sure that all vendors are providing the service that was promised, this makes it easy to have on hand during the wedding day.

USING A TABLET OR IPAD?

In this section of the binder make copies digitally and add them as images on pages after this page in the template. I have included one page and make as many “Copies” of that page as you want.



MAKEUP SERVICE *Contract*

On the next page, drag and drop your contract images over on top, duplicate this template as many times as needed

Agreement/Jurisdiction:

The person(s) whose signature(s) appear on this contract, known as "Client", agree that (YOUR BUSINESS NAME HERE) Name known as "MAKEUP ARTIST", shall provide services to apply the best of her abilities in manner described in this document. This is a binding contract which incorporates the entire understanding of the parties, and any modifications must be in writing, signed by both parties, and physically attached to the original agreement. Client assumes responsibility for all collection costs and legal fees incurred should enforcement of this contract be broken.

Liability:

All brushes, tools, and makeup products are kept sanitary and are sanitized between every makeup application. Any allergies and/or skin conditions should be reported prior to application. The Client agrees to release the Artist from liability for any skin complications due to allergic reactions.

Method of Cancellation/Rescheduling:

In the event of a cancelled or rescheduled event, (YOUR BUSINESS NAME HERE) requires a notification in writing 30 days prior to the original event date. If cancellation happens after the 30 day deadline the Client is responsible to pay the full amount. This is the only method of cancellation I will accept. The down payment is non-refundable in any case of cancellation.

Client Responsibilities:

It is the Clients responsibility to provide a safe and adequate working environment for the Artist. The location must include:

- Lots of natural or lamp lighting
- Enough space
- Outlets
- Table for makeup and brushes
- Enough chairs
- Insurance
- Maintaining clear communication

VENDOR CONTRACTS

