

SA - Wedding Guide

Wedding Planner

v3.0



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BAKER		CATERER	
Contact Name		Contact Name	
Tel		Tel	
Fax		Fax	
Cell		Cell	
Email		Email	
Website		Website	
Address		Address	
CEREMONY VENUE		CEREMONY OFFICIANT	
Contact Name		Contact Name	
Tel		Tel	
Fax		Fax	
Cell		Cell	
Email		Email	
Website		Website	
Address		Address	
DJ		FLORIST	
Contact Name		Contact Name	
Tel		Tel	
Fax		Fax	
Cell		Cell	
Email		Email	
Website		Website	
Address		Address	

JEWELER	MAKE-UP ARTIST
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address
MUSICIAN - CEREMONY	MUSICIAN - RECEPTION
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address
PHOTOGRAPHER	RECEPTION VENUE
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address
SALON	STATIONERY
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address

SUIT HIRE	VEHICLE HIRE
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address
VIDEOGRAPHER	VOCALIST
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address
WEDDING COORDINATOR	WEDDING FAVOURS
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address
MISCELLANEOUS	MISCELLANEOUS
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address

MISCELLANEOUS	MISCELLANEOUS
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address
MISCELLANEOUS	MISCELLANEOUS
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address
MISCELLANEOUS	MISCELLANEOUS
Contact Name	Contact Name
Tel	Tel
Fax	Fax
Cell	Cell
Email	Email
Website	Website
Address	Address



% OF BUDGET	DESCRIPTION	ESTIMATE	ACTUAL
50%	RECEPTION	COST	
	Food		
	Drinks		
	Cake		
	Location Fee		
	Service Fee (wait staff, bartenders, valet)		
	Rentals (tables, chairs, crockery, cutlery etc.)		
	Decorations (excl flowers)		
	Other		
10%	ATTIRE	COST	
	Brides Dress		
	Suit Hire		
	Headpiece / Veil		
	Jewelry (excl wedding rings)		
	Shoes		
	Garter		
	Accessories		
	Other		
8%	PHOTOGRAPHY	COST	
	Photographer		
	Videographer		
	Albums		
	Other		
7%	MUSIC	COST	
	DJ's		
	Musician – Ceremony		
	Musician – Reception		
	Other		
7%	MICELLANEOUS	COST	
	Beach/Venue Permit		
	Taxes		
	Tips		
	Other		
6%	FLORAL/DECORATIONS	COST	
	Bouquest		
	Boutonnieres		
	Corsages (for mothers)		
	Ceremony Flowers		
	Reception Flowers		
	Other		

% OF BUDGET	DESCRIPTION	ESTIMATE	ACTUAL
6%	STATIONERY	COST	
	Announcements		
	Wedding Invitations		
	RSVP Cards		
	Calligraphy		
	Thank You Cards		
	Stamps		
	Reception Napkins/Place Cards		
	Table Numbers		
	Seating Board		
	Other		
2%	RINGS	COST	
	Brides Wedding Ring		
	Grooms Wedding Ring		
	Other		
2%	TRANSPORTATION	COST	
	To Ceremony		
	To Reception		
	Guests Transportation		
	Other		
2%	GIFTS	COST	
	Wedding Favours		
	For Bridesmaids		
	For Groomsmen		
	For Parents		
	For Each Other		
	Other		
1%	CEREMONY	COST	
	Location Fee		
	Officiants Fee / Donation		
	Other		
100%		TOTAL	

The above percentages are merely suggestions. You can change these numbers depending on which aspects of the wedding are more important to you.



BRIDE		GROOM	
Dress Size		Shirt Size	
Bust		Neck	
Waist		Waist	
Hips		Height	
Height		Inside Leg	
Shoe Size		Shoe Size	

BRIDESMAIDS			
MAID 1		MAID 2	
Name		Name	
Dress Size		Dress Size	
Bust		Bust	
Waist		Waist	
Hips		Hips	
Height		Height	
Shoe Size		Shoe Size	
MAID 3		MAID 4	
Name		Name	
Dress Size		Dress Size	
Bust		Bust	
Waist		Waist	
Hips		Hips	
Height		Height	
Shoe Size		Shoe Size	

GROOMSMEN			
MAN 1		MAN 2	
Name		Name	
Shirt Size		Shirt Size	
Neck		Neck	
Waist		Waist	
Height		Height	
Inside Leg		Inside Leg	
Shoe Size		Shoe Size	
MAN 3		MAN 4	
Name		Name	
Shirt Size		Shirt Size	
Neck		Neck	
Waist		Waist	
Height		Height	
Inside Leg		Inside Leg	
Shoe Size		Shoe Size	



ATTIRE		RECEPTION		CEREMONY	
	Gown		Location Fee		Marriage Officer
	Bridal Shoes		Caterer		Location fee
	Bridal Slip		Food		Alter decorations
	Lingerie		Baker		Chair/Pew rental
	Hosiery		Musician		Chair/Pew decorations
	Jewelry		Bartenders		Guest book & Pen
	Bridal Gloves		Liquor		Ring Bearer Pillow
	Bridal Headpiece / veil		Security		Flower girl basket
	Bridesmaid dresses		Wedding Cake		Unity Candle
	Bridesmaid accessories		Groom's Cake		Aisle Runner
	Bridesmaid shoes		Cake Knife		Musician
	Groom's Suit		Cake decorations		Gratuity
	Groomsmen Suits		Servers		Transportation
	Garter		Table Decorations		Childcare / Entertainment
	Gown preservation		Other decorations	REHEARSAL DINNER	
	Alterations		Dishes		Caterer
	Going-away outfit		Glassware		Bartender
	Honeymoon clothes		Napkins		Liquor
	Children's attire		Linens		Tables / chairs
FLOWERS			Tables		Decorations
	Brides bouquet		Chairs		Security
	Bridesmaids bouquets		Guestbook & Pen		Music
	Corsages		Entertainment		Sound System
	Boutonnieres		Rice/Petals/Bubbles/Confetti		Guest Parking
	Reception centerpieces		Parking		Dishes
	Altarpiece		Gratuities		Centerpieces
	Pew / Chair bows		Limousine / Carriage		Linens
	Throw away bouquet		Transportation		Food
	Flowergirl's flowers		Childcare / Entertainment		Servers
STATIONERY			Balloons	PHOTOGRAPHY	
	Invitations	GIFTS & FAVOURS			Bridal portraits
	Map / directions cards		Attendants gifts		Reception
	Reply cards		Gifts for each other		Ceremony
	Save The Date cards		Favours		Photo albums
	Ceremony cards	MISCELLANEOUS			Engagement portraits
	Calligrapher		Location Permit	RINGS	
	Postage		Hairdresser		Wedding bands
	Wedding Programs		Manicure & pedicure		Engagement ring
	Menu & Table cards		Make-up		Engraving
	Rehearsal dinner invitations		Wedding Planner	HONEYMOON	
	Address Labels		Hotel for guests		Air fare
	Thank You notes				Accommodation
					Rental Car
					Passports / Visas



7 – 12 MONTHS BEFORE

CHECK DESCRIPTION

<input type="checkbox"/>	Formally announce your engagement by having both families meet
<input type="checkbox"/>	Select the date. Consider a date to accommodate your family and friends. Take into account the summer months when the kids are out of school and when most people take the vacations. Also consider major holidays and events that may occur. If you're planning a wedding a year in advance, sending a "Save The Date" card to your guests will help them to make the necessary arrangements.
<input type="checkbox"/>	Set your budget. Be realistic. Determine who is paying for the wedding. If it's shared amongst family or bridal parties then clearly state who is paying for what.
<input type="checkbox"/>	Book your officiant.
<input type="checkbox"/>	Book your ceremony venue
<input type="checkbox"/>	Book your reception venue
<input type="checkbox"/>	Hire the wedding co-ordinator. If you are using a wedding co-ordinator, you need to meet and interview view them now.
<input type="checkbox"/>	Print & Purchase a wedding planner. Make sure your planner has a calendar and pages to make notes. Add pockets or sleeves to hold receipts and samples. Consider purchasing wedding planning software or apps. They are very handy for keeping track of gifts, thank you cards, RSVP's and arranging seating plans.
<input type="checkbox"/>	Write up the guest list remembering the number of guests directly correlates to the budget.
<input type="checkbox"/>	Choose members of wedding party.
<input type="checkbox"/>	Choose caterer. Be sure to sample the menu and meet the caterer/chef. Obtain references.
<input type="checkbox"/>	Book photographer. View their portfolio and references. Good photographers are snapped up quickly. They are capturing the most important day of your life so Be picky!
<input type="checkbox"/>	Book videographer. As with photographer, view their portfolio and references. Good videographers are snapped up quickly. They are capturing the most important day of your life so Be picky!
<input type="checkbox"/>	Book the florist
<input type="checkbox"/>	Book musicians for ceremony
<input type="checkbox"/>	Book musicians for reception
<input type="checkbox"/>	Order your wedding dress, veil, headpiece, shoes & accessories

OTHER TASKS 7 – 12 MONTHS BEFORE

<input type="checkbox"/>	

4 – 6 MONTHS BEFORE

CHECK	DESCRIPTION
<input type="checkbox"/>	Order bridal party dresses and groomsmen suits
<input type="checkbox"/>	Reserve rental equipment
<input type="checkbox"/>	Order wedding cake
<input type="checkbox"/>	Order wedding stationery
<input type="checkbox"/>	Make honeymoon reservations. Check that your passports are current & valid for international travel. Obtain any visas required.
<input type="checkbox"/>	Book transportation
<input type="checkbox"/>	Reserve accommodations for out-of-town guests

OTHER TASKS 4 – 6 MONTHS BEFORE

<input type="checkbox"/>	

2 – 3 MONTHS BEFORE

CHECK	DESCRIPTION
<input type="checkbox"/>	Finalise guest list.
<input type="checkbox"/>	Finalise menu
<input type="checkbox"/>	Finalise room decorations and arrangements
<input type="checkbox"/>	Meet your marriage officer. Discuss any special readings or traditions for the ceremony. Make copies of readings and forward to those who will be reading them and to the officiant.
<input type="checkbox"/>	Final dress fitting. Take along your shoes and lingerie that you'll be wearing on your wedding day.
<input type="checkbox"/>	Write your vows.
<input type="checkbox"/>	Arrange rehearsal dinner. The rehearsal dinner allows close family, friends and bridal party to meet each other (some for the first time). This is usually a casual dinner at home or favourite restaurant.
<input type="checkbox"/>	Purchase wedding favours
<input type="checkbox"/>	Purchase wedding party gifts
<input type="checkbox"/>	Purchase wedding rings

OTHER TASKS 2 – 3 MONTHS BEFORE

<input type="checkbox"/>	
<input type="checkbox"/>	

1 MONTH BEFORE

CHECK DESCRIPTION

<input type="checkbox"/>	Obtain any permits required such as beach permit if your wedding is held on a public beach.
<input type="checkbox"/>	Gift for each other
<input type="checkbox"/>	Purchase guest book
<input type="checkbox"/>	Draft up wedding programs. Send this to your stationery printer.
<input type="checkbox"/>	Change your surname. If your are changing your surname, you'll have to change your driver's license, passport, bank accounts and credit cards.
<input type="checkbox"/>	Mail your wedding invitations
<input type="checkbox"/>	Inform post office of change of address. It's a simple form to fill out and getting it done early makes sure there is no major problems. If there is no change of address then consider asking a friend or family member to clear your letterbox while you're on your honeymoon.
<input type="checkbox"/>	Arrange hair and make-up trials
<input type="checkbox"/>	Send out Thank You notes for the gifts you may have already received perhaps from some who are unable to attend your wedding.

THE FINAL WEEKS BEFORE THE WEDDING

<input type="checkbox"/>	Collect Wedding Dress
<input type="checkbox"/>	Collect Bridal Party Dresses and Suits and have them delivered to those who will be wearing them
<input type="checkbox"/>	Finalise number of guests. Follow up on those who did not respond. Send final list to printer, caterer, co-ordinator, decorator & venues
<input type="checkbox"/>	Write Speeches
<input type="checkbox"/>	Make hair and make up appointment
<input type="checkbox"/>	Confirm details with all vendors
<input type="checkbox"/>	Pack for the honeymoon.
<input type="checkbox"/>	Pack for the wedding night and the day after the wedding.
<input type="checkbox"/>	Print and pass out wedding day schedules.

ADDITIONAL TASKS

<input type="checkbox"/>	_____



MONTH / YEAR _____

MON	TUES	WED	THUR	FRI	SAT	SUN

Use the above calendar to keep track of all your appointments and any events and expos you will be attending relevant to your wedding.

Print and copy this page as many times as you require. Alternatively select File on the Toolbar, select Print and select the page number of this sheet then select the number of copies under Copies.

CHECK	ITEM
	Small sewing kit
	Safety pins
	Tissues
	Smelling salts
	Lipstick
	Compact powder case
	Chewing gum/breath mints
	Compact mirror
	pantyhose
	Clear nail polish
	Pen & small notepad
	List of all vendors contact details
	Plasters
	deodrant
	Bobby pins / hair pins
	Perfume
	Eye drops
	Aspirin / Panado
	Hair spray
	Dental floss
	Glue
	Toothpicks
	Bottled water
	Snack food
	Drinking straws (drink water during photos without messing up your makeup)
	Hairbrush & comb
	Lint remover
	Non-drowsy allergy medicines
	Wipes
	Any prescription meds for bride / groom
	Chalk (mark any flaws on bridal gown)

Additional Items



CHECK	ITEM
<input type="checkbox"/>	Airline or e-tickets
<input type="checkbox"/>	Passports
<input type="checkbox"/>	Driver's license
<input type="checkbox"/>	Travel itinerary with addresses, phone & confirmation numbers for hotels, travel agency, airline, car rental company and tour operator
<input type="checkbox"/>	Guide book
<input type="checkbox"/>	Good novel
<input type="checkbox"/>	Cash
<input type="checkbox"/>	Traveler's Cheques (keep numbers/receipts in a separate place)
<input type="checkbox"/>	ATM and credit cards
<input type="checkbox"/>	Toothbrush, toothpaste, dental floss, mouthwash
<input type="checkbox"/>	Special soap & other skin care products
<input type="checkbox"/>	Deodorant
<input type="checkbox"/>	Razors, shaving cream & after shave
<input type="checkbox"/>	Make-up (including lip balm)
<input type="checkbox"/>	Nail polish/remover
<input type="checkbox"/>	Sunscreen, lotions and moisturizers
<input type="checkbox"/>	Perfume / cologne
<input type="checkbox"/>	Massage and bath oils
<input type="checkbox"/>	Shampoo and conditioner
<input type="checkbox"/>	Eyeglasses / contact lenses & solution
<input type="checkbox"/>	Insect repellent
<input type="checkbox"/>	Feminine hygiene products
<input type="checkbox"/>	Headache, indigestion and prescription medications
<input type="checkbox"/>	Birth control
<input type="checkbox"/>	Hair dryer & hair brush
<input type="checkbox"/>	Mini scissors & tweezers
<input type="checkbox"/>	Plasters
<input type="checkbox"/>	Camera & Video camera & film / memory cards
<input type="checkbox"/>	Batteries
<input type="checkbox"/>	Umbrella
<input type="checkbox"/>	Chargers (for any cameras, mobile phones or laptops)
<input type="checkbox"/>	Electrical Adaptor (if necessary)
<input type="checkbox"/>	Anti-bacterial wipes