

# Heaven Scent Catering

## wedding planning workbook

The complete guide  
to my wedding:

- Planning Checklists
- Guest List Record
- Tips & Resources
- Budget Worksheet

Name:

Wedding Date:



# wedding planning workbook

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*everything you need to plan from start to finish...*

Let's face it—planning a wedding takes a lot of time and organization. It's easy to see why tasks from setting the budget, to creating the guest list, finding a reception hall, and planning your wedding-day ensemble may overwhelm even the most "together" bride-to-be.

We're here to get you through it all unscathed. This handy guide contains all the worksheets and checklists you need to make planning even the most elegant gala simple.

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# my wedding budget checklist

wedding component	includes	approximate % of total budget	sample budget	your estimate
ceremony	officiant fee, site donation or ceremony fee, accessories (runner, mic), marriage license	2%	\$560	\$_____
reception	food and beverage, cake, service charges (waitstaff and bartenders), site and rental fees	48%	\$13,440	\$_____
photo & video	photographer, video-grapher, prints and albums	12%	\$3,360	\$_____
music	ceremony musicians, cocktail-hour musicians, reception entertainment (band, DJ, or sound system rental)	8%	\$2,240	\$_____
flowers	personal flowers (bouquets, boutonnieres, corsages), ceremony décor, reception décor and arrangements	9%	\$2,520	\$_____
attire	bride's gown, veil, shoes, purse, lingerie, jewelry, hair and makeup / groom's tux or suit	8%	\$2,240	\$_____
stationery	save-the-dates, invitations and inserts, programs, thank-you cards, place cards, table cards, menu cards, calligraphy, postage	5%	\$1,400	\$_____
transportation	bridal party, guest shuttle, bride and groom, parking	2%	\$560	\$_____
gifts	favours, attendant gifts, welcome baskets, parent gifts	3%	\$840	\$_____
wedding rings	his, hers, engraving	3%	\$840	\$_____
total budget		100%	\$28,000 (based on national average)	\$_____

**over-and-above:** Items not included that you may want to factor into your calculations: wedding consultant, bride and groom accommodations, pre- and post-wedding events (bridesmaid luncheon, rehearsal dinner, post-wedding brunch), and honeymoon.

# my reception site planner

*Some guests remember the flowers. Some will remember the music. Still others remember the cuisine. But when it's all said and done, all will remember the setting.*

**notes and ideas** - notes on reception style/theme: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**notes on geographic location:** I would like the reception site to be within \_\_\_\_miles of \_\_\_\_\_(location such as airport, hotel, ceremony site, etc.).

**notes on size:** My reception site must accommodate\_\_\_\_guests (consider whether you would like a dance floor and whether you would like to have a seat for every guest).

## prospective reception sites

reception site 1	reception site 2
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
maximum capacity	maximum capacity
proposal price \$	proposal price \$
notes	notes

reception site 3	reception site <i>final selection</i>
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	maximum capacity
maximum capacity	notes
proposal price \$	
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$                      date sent	
balance \$                      due date	final head count due by
reserved date and hours	
services provided by reception site/included in proposal	
other terms and conditions	

*save and attach your final contract to this document*

# my reception rentals checklist

*Depending on the site you choose – and the type of reception you're planning – you may need to supply some, if not all, the items listed below.*

tables					
type	size and shape	amount needed	cost	rental company	pick-up/return dates
guest tables			\$		
cake table(s)			\$		
head table			\$		
buffet tables			\$		
gift table			\$		
cocktail tables			\$		
other			\$		

chairs					
type	description	amount needed	cost	rental company	pick-up/return dates
samsonite folding			\$		
garden folding			\$		
chivari/ballroom			\$		
children's			\$		
other			\$		

linens & chair covers					
type	description	amount needed	cost	rental company	pick-up/return dates
tablecloths, floor length			\$		
tablecloths, lap length			\$		
overlay toppers			\$		
chair covers/sashes			\$		

china					
type	description	amount needed	cost	rental company	pick-up/return dates
plate chargers			\$		
dinner plates			\$		
salad plates			\$		
dessert plates/bowls			\$		
cups/saucers			\$		

flatware					
type	description	amount needed	cost	rental company	pick-up/return dates
dinner forks			\$		
dinner/steak knives			\$		
salad forks			\$		
teaspoons			\$		
dessert forks/spoons			\$		

glassware					
type	description	amount needed	cost	rental company	pick-up/return dates
water/beverage			\$		
wine - red			\$		
wine - white			\$		
champagne flute			\$		
pilsner			\$		
highball			\$		
old fashioned			\$		
martini			\$		
other			\$		

food service					
type	description	amount needed	cost	rental company	pick-up/return dates
cake stand			\$		
chafing dish			\$		
server with stand			\$		
coffee/tea server			\$		
punch bowl			\$		
cream & sugar			\$		
pitchers			\$		
tray			\$		

tents					
type	description	amount needed	cost	rental company	pick-up/return dates
main – reception			\$		
covered walkway			\$		
prep areas (caterer, bartender, dressing)			\$		

other accessories					
type	description	amount needed	cost	rental company	pick-up/return dates
side walls			\$		
lighting			\$		
liner/leg drapes			\$		
heating & cooling			\$		
staging			\$		
dance floor			\$		
other			\$		



# my catering planner

*Food and beverage, often eating up more than half of your wedding budget, is a big decision. A number of details must come together to treat your guests to something extraordinary.*

**notes and ideas** – notes on menu: \_\_\_\_\_

time of day/type of meal (breakfast, lunch, dinner, etc.): \_\_\_\_\_

formality of event: \_\_\_\_\_

serving style (seated, buffet, passed-tray): \_\_\_\_\_

approximate number of guests to feed: \_\_\_\_\_

**notes on menu selection:** \_\_\_\_\_

appetizers I'd like to serve: \_\_\_\_\_

entrées I'd like to serve: \_\_\_\_\_

sides I'd like to serve: \_\_\_\_\_

desserts I'd like to serve: \_\_\_\_\_

beverages I'd like to serve: \_\_\_\_\_

other menu ideas: \_\_\_\_\_

## prospective caterers

caterer 1	caterer 2
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	proposal price \$
notes	notes

caterer 3	caterer final selection
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	notes
proposal price \$	
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$                      date sent	
balance \$                      due date	
reserved date and hours	
final catering package includes	
other terms and conditions	

*save and attach your final contract to this document*

# my ceremony planner

*It's the reason behind the main event, so make sure your ceremony goes off without a hitch.*

**notes and ideas** – notes on ceremony: \_\_\_\_\_

I envision my ceremony as (civil or religious, traditional or contemporary, any customs/cultures/religions I would like to incorporate, other ideas): \_\_\_\_\_

ideas on ceremony location: \_\_\_\_\_

readings I like: \_\_\_\_\_

song selections I like: \_\_\_\_\_

religious considerations/pre-ceremony requirements designated by my ceremony location or officiant: \_\_\_\_\_

## prospective ceremony locations

ceremony site 1	ceremony site 2
site name	site name
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
maximum capacity	maximum capacity
rental fee \$	rental fee \$
notes	notes

ceremony site 3	ceremony site <i>final selection</i>
site name	site name
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	date/time of rehearsal
maximum capacity	date/time of ceremony
rental fee \$	notes
notes	

cancellation/refund policy
rental of ceremony site includes (chairs, stage, podium, etc.)
other terms and conditions

## prospective ceremony officiants

ceremony officiant 1	ceremony officiant 2
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
fee \$	fee \$
notes	notes

ceremony officiant 3	ceremony officiant <i>final selection</i>
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	date/time of rehearsal
fee \$	date/time of ceremony
notes	notes

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$                      date sent	
balance \$                      due date	
other terms and conditions	

*save and attach your final contract to this document*

# my ceremony rentals checklist

*some common ceremony items may not be provided by your ceremony site*

*you may want to consider renting or purchasing the following:*

item	description	amount needed	cost	rental company	pick-up/return dates
aisle runner			\$		
kneeling cushion			\$		
arbor/gazebo/canopy/arch (Christian)/chuppah (Jewish)			\$		
audio equipment (mic., etc.)			\$		
candelabras			\$		
candles/aisle markers			\$		
candle lighters			\$		
chairs (samsonite folding, garden folding, chivari)			\$		
linens (chair covers/sashes/table cloths)			\$		
heaters			\$		
gift table			\$		
card holder (for guests to place gift cards or envelopes)			\$		
guest book stand			\$		
ring pillow			\$		

# my guest list planner



After setting your budget, tackling the guest list is the next task on your to-do list. Learn how to create an invite list *that everyone can live with.*

	guest name	spouse/date name	number in party	guest group (bride, bride's family, bride and groom, groom's family)	address	acceptance (y/n)	seat at table #	meal request	gift received (date)	gift description	thank you sent (date)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
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13											
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18											
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20											
21											
22											
23											
24											
25											
26											
27											
28											

	guest name	spouse/date name	number in party	guest group	address	acceptance (y/n)	seat at table #	meal request	gift received (date)	gift description	thank you sent (date)
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
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63											
64											
65											



	guest name	spouse/date name	number in party	guest group	address	acceptance (y/n)	seat at table #	meal request	gift received (date)	gift description	thank you sent (date)
66											
67											
68											
69											
70											
71											
72											
73											
74											
75											
76											
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93											
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95											
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98											
99											
100											

# my wedding photography planner

*After the flowers have wilted and the memories begin to fade, all you'll have left are the photographs. A good photographer makes a five-hour event last forever.*

**notes and ideas** – notes on style (traditional vs. photojournalistic): \_\_\_\_\_

shots I would like to see in my wedding album: \_\_\_\_\_

shots I don't need/don't want to see in my wedding album: \_\_\_\_\_

notes on photography package: \_\_\_\_\_

number of hours I anticipate I will need: \_\_\_\_\_

number of images I anticipate I will want: \_\_\_\_\_

wedding album – style, size, etc. I would like to order: \_\_\_\_\_

any additional albums I will need (parents album etc.): \_\_\_\_\_

other extras I'd like (negatives, online viewing/proofing, disc of images, engagement session): \_\_\_\_\_

## prospective photographers

photographer 1	photographer 2
company name	company name
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
package details	package details
proposal price \$	proposal price \$
notes	notes

photographer 3	photographer <i>final selection</i>
company name	company name
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	notes
package details	
proposal price \$	
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$                      date sent	
balance \$                      due date	
reserved date and hours	
proposed photography package includes	
other terms and conditions	

*save and attach your final contract to this document*

*attach images you like to this document*

# my videography planner

*Revisit your wedding day anytime you want with a great video (or dvd)*

**notes and ideas** – notes on style (cinematic, documentary, etc): \_\_\_\_\_

camera preference (analog vs. DV – note that DV (digital video) has become the standard): \_\_\_\_\_

must-have video shots: \_\_\_\_\_

song preferences to accompany video: \_\_\_\_\_

number of hours I anticipate I will need: \_\_\_\_\_

number of cameras want: \_\_\_\_\_

special effects I'd like (animation, scrolling text, slow motion, transitions, etc.): \_\_\_\_\_

number of DVDs/VHS tapes I want: \_\_\_\_\_

## prospective videographers

videographer 1	videographer 2
company name	company name
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
package details	package details
proposal price \$	proposal price \$
notes	notes

videographer 3	videographer <i>final selection</i>
company name	company name
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	notes
package details	
proposal price \$	
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$                      date sent	
balance \$                      due date	
reserved date and hours	
proposed videography package includes	
other terms and conditions	

*save and attach your final contract to this document*

# my wedding flowers & décor planner

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*Set the mood with the blossoms you choose. Hold the baby's breath and filler flowers, and look no further than a skilled florist for sophisticated and stylish arrangements.*

*Have an idea of your wedding party numbers prior to meeting with florists so they can provide an accurate proposal estimate.*

**notes and ideas** – notes on overall look and style I am going for: \_\_\_\_\_

colors I am considering: \_\_\_\_\_

flowers I am considering: \_\_\_\_\_

personal flower ideas: \_\_\_\_\_

bridal bouquet: \_\_\_\_\_

bridesmaids bouquets: \_\_\_\_\_

corsages: \_\_\_\_\_

boutonnieres: \_\_\_\_\_

ceremony décor ideas: \_\_\_\_\_

reception décor ideas: \_\_\_\_\_

flowers/themes/styles I do NOT like and do NOT wish to see at my wedding: \_\_\_\_\_

**the numbers** – these are the types of flowers typically purchased for a wedding: \_\_\_\_\_

personal flowers: \_\_\_\_\_

number of bridesmaids: \_\_\_\_\_

groomsmen: \_\_\_\_\_

mothers: \_\_\_\_\_

fathers: \_\_\_\_\_

grandmothers: \_\_\_\_\_

grandfathers: \_\_\_\_\_

ushers: \_\_\_\_\_

children (flower girl/ring bearer): \_\_\_\_\_

any other honorary attendants (reader, soloist etc.): \_\_\_\_\_

ceremony flowers: \_\_\_\_\_

estimated number of rows/chairs: \_\_\_\_\_

stage items (gazebo, chuppah, podiums, etc): \_\_\_\_\_

reception flowers: \_\_\_\_\_

table centerpieces: \_\_\_\_\_

guest dining tables: \_\_\_\_\_

food tables (buffet, cake, etc.): \_\_\_\_\_

other tables (gift, favor, etc.): \_\_\_\_\_

other room décor (consider any staircases, entryways, mantles, doorways, pillars, etc. that you would like decorated): \_\_\_\_\_

## prospective florists

florist 1	florist 2
company name	company name
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	proposal price \$
notes	notes
florist 3	florist <i>final selection</i>
company name	company name
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	notes
notes	

proposal		
total cost <i>(include all discussed services and fees)</i>		cancellation/refund policy
deposit \$	date sent	arrival times for setup at the ceremony and reception sites
balance \$	due date	
where and when bouquets and boutonnieres will be delivered, if not to the ceremony site <i>(to your home, for example)</i>		
other terms and conditions		

## flowers *final selection*

	name	number	color(s)
bridal bouquet			
bridesmaids bouquets			
boutonnieres			
corsages			
ceremony decorations			
reception décor			

*save and attach your final contract to this document*



# my stationery planner

*Stationery is the first introduction to your event. Give your guests a peak into something fabulous to come!*

**notes and ideas** – notes on overall style: \_\_\_\_\_  
colors I would like to incorporate: \_\_\_\_\_  
symbols/motifs I would like to incorporate: \_\_\_\_\_

## save-the-dates

paper weight, size, shade	typeface/font	printing method	other design elements	cost estimate
				\$

wording: \_\_\_\_\_

## invitations

paper weight, size, shade	typeface/font	printing method	other design elements	cost estimate
				\$

wording: \_\_\_\_\_

## programs

paper weight, size, shade	typeface/font	printing method	other design elements	cost estimate
				\$

wording: \_\_\_\_\_

## thank-you notes

paper weight, size, shade	typeface/font	printing method	other design elements	cost estimate
				\$

wording: \_\_\_\_\_

## prospective stationers

stationer 1	stationer 2
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	proposal price \$
notes	notes
stationer 3	stationer <i>final selection</i>
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	notes
notes	

proposal		
total cost <i>(include all discussed services and fees)</i>		cancellation/refund policy
deposit \$	date sent	
balance \$	due date	
proposed stationery package includes		
other terms and conditions		

*save and attach your final contract to this document*

# my wedding music planner

*From the moment that guests file into the ceremony to the final foot-tapping moments of your reception, your wedding music keeps the party going.*

*many houses of worship have restrictions on secular music – be sure to inquire first*

**notes and ideas** – notes on overall mood I want to set with my music: \_\_\_\_\_

notes on ceremony: \_\_\_\_\_

cocktail hour: \_\_\_\_\_

reception: \_\_\_\_\_

**song selections – ceremony:** songs I am considering for: \_\_\_\_\_

prelude: \_\_\_\_\_

pre-processional: \_\_\_\_\_

processional: \_\_\_\_\_

bride's entrance: \_\_\_\_\_

recessional: \_\_\_\_\_

other: \_\_\_\_\_

**reception – songs I am considering for:** \_\_\_\_\_

wedding party entrance: \_\_\_\_\_

first dance: \_\_\_\_\_

father/daughter: \_\_\_\_\_

mother/son: \_\_\_\_\_

cake cutting: \_\_\_\_\_

bouquet/garter toss: \_\_\_\_\_

other songs I would like to hear during the reception: \_\_\_\_\_

songs I do not want to hear during the reception: \_\_\_\_\_

## prospective musicians/entertainment – *ceremony*

ceremony musicians 1	ceremony musicians 2
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	proposal price \$
notes	notes
ceremony musicians 3	ceremony musicians <i>final selection</i>
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	notes
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$                      date sent	reserved date and hours
balance \$                      due date	
other terms and conditions	

*save and attach your final contract to this document*

## prospective band/djs – *reception*

band/dj 1	band/dj 2
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	proposal price \$
notes	notes
band/dj 3	band/dj <i>final selection</i>
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	notes
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$                      date sent	reserved date and hours
balance \$                      due date	
other terms and conditions	

*save and attach your final contract to this document*

# my wedding cake planner

*With whimsical shapes, patterns, and creative colors, modern wedding confections take the cake to a whole new level.*

**notes and ideas** – notes on wedding theme and cake styles: \_\_\_\_\_

notes on shape: \_\_\_\_\_

color: \_\_\_\_\_

adornments: \_\_\_\_\_

flavor: \_\_\_\_\_

## prospective bakers

baker 1	baker 2
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	proposal price \$
notes	notes
baker 3	baker <i>final selection</i>
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	notes
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$                      date sent	drop-off/delivery details - time, location, etc.
balance \$                      due date	
other terms and conditions	

*save and attach your final contract to this document*



# my wedding consultant planner



*Your work week may have doubled the moment you said “yes,” but a professional planner can help lighten the load.*

**notes and ideas** – I’d like a professional to assist me with the following tasks:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

qualities I’d like in a wedding planner: \_\_\_\_\_

qualities I don’t want in a wedding planner: \_\_\_\_\_

\_\_\_\_\_

## prospective planners

planner 1	planner 2
company name	company name
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
services/packages offered	services/packages offered
proposal price \$	proposal price \$
notes	notes

planner 3	planner <i>final selection</i>
company name	company name
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	services/packages offered
services/packages offered	notes
proposal price	
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$                      date sent	
balance \$                      due date	
proposed planning package includes	
other terms and conditions	

*save and attach your final contract to this document*

# my wedding transportation planner

*You have painstakingly planned the perfect wedding day, but nothing else matters if you can't get there!*

## bride and groom – arriving together

	time	vehicle
to ceremony		
to reception		
departure		

## bride and groom – arriving separately

	time (bride)	vehicle (bride)	time (groom)	vehicle (groom)
to ceremony				
to reception				
departure				

## attendants/family transportation – bride's side

	time	vehicle(s)
to ceremony		
to reception		
departure		

## attendants/family transportation – groom's side

	time	vehicle(s)
to ceremony		
to reception		
departure		

## guest transportation

	time	vehicle(s)
to ceremony		
to reception		
departure		

## prospective transportation

transportation 1	transportation 2
company name	company name
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
vehicle styles, sizes	vehicle styles, sizes
pick-up/drop-off times	pick-up/drop-off times
proposal price \$	proposal price \$
notes	notes
transportation 3	transportation <i>final selection</i>
company name	company name
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	notes
vehicle styles, sizes	
pick-up/drop-off times	
proposal price \$	
notes	

proposal		
total cost <i>(include all discussed services and fees)</i>		pick-up/drop-off times
deposit \$	date sent	
balance \$	due date	
vehicle styles, sizes		
other terms and conditions		

*save and attach your final contract to this document*

*jot down your wedding-day needs, including estimated arrival and departure times, number and style of vehicles for yourself, your attendants, and your guests*

# my wedding gown planner

*The big day is all about the big dress, so start your wedding gown search early.*

**notes and ideas** – notes on overall theme and style: \_\_\_\_\_

my wedding theme is: \_\_\_\_\_

how do I envision myself as a bride: \_\_\_\_\_

trends/styles I like: \_\_\_\_\_

trends/styles I do not like: \_\_\_\_\_

notes on silhouette: \_\_\_\_\_

sleeves: \_\_\_\_\_

neckline: \_\_\_\_\_

bodice: \_\_\_\_\_

fabric: \_\_\_\_\_

color: \_\_\_\_\_

embellishments: \_\_\_\_\_

## prospective wedding gown shops

wedding gown shop 1				
company name		address		
contact name		telephone		
designers they carry		email		
appointment date and time		web site		
notes				
dresses considered - shop 1				
	designer	description	size	cost
1				\$
2				\$
3				\$

wedding gown shop 2				
company name		address		
contact name		telephone		
designers they carry		email		
appointment date and time		web site		
notes				
dresses considered - shop 2				
	designer	description	size	cost
1				\$
2				\$
3				\$

wedding gown shop 3				
company name		address		
contact name		telephone		
designers they carry		email		
appointment date and time		web site		
notes				
dresses considered - shop 3				
	designer	description	size	cost
1				\$
2				\$
3				\$

wedding gown <i>final selection</i>				
company name		address		
contact name		telephone		
designer		email		
style number		web site		
detailed description				
fitting time - <i>final selection</i>				
	date	time	contact	cost
1				\$

# my wedding party attire planner



*Sure, the big day may be all about the bride and her big dress – but the rest of the wedding party should look and feel great too.*

**notes and ideas** – notes on overall theme and style: \_\_\_\_\_

my wedding theme is: \_\_\_\_\_

how do I envision my bridal party: \_\_\_\_\_

color scheme: \_\_\_\_\_

trends/styles I like: \_\_\_\_\_

trends/styles I do not like: \_\_\_\_\_

bridesmaids – designs I like: \_\_\_\_\_

groomsmen – designs I like: \_\_\_\_\_

## wedding party sizes and measurements

female attendants							male attendants							
	name	height	bust	waist	hips	shoe	name	height	jacket	sleeve	neck	waist	inseam	shoe
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														



## prospective wedding party attire

shop 1				
company name	address			
contact name	telephone			
designers they carry	email			
appointment date and time	web site			
notes				
dresses/tuxes considered - shop 1				
	designer	description	size	cost
1				
2				
3				

shop 2				
company name	address			
contact name	telephone			
designers they carry	email			
appointment date and time	web site			
notes				
dresses/tuxes considered - shop 2				
	designer	description	size	cost
1				\$
2				\$
3				\$

shop 3				
company name	address			
contact name	telephone			
designers they carry	email			
appointment date and time	web site			
notes				
dresses/tuxes considered - shop 3				
	designer	description	size	cost
1				\$
2				\$
3				\$

## female attendants – attach photo for your records

wedding party attire <i>final selection</i>							
company name				telephone			
contact name				email			
address				web site			
notes							
	name	size	cost	date ordered	deposit	balance	pick-up date
1			\$		\$	\$	
2			\$		\$	\$	
3			\$		\$	\$	

accessories			
	name/description	designer	cost
1	<i>shoes</i>		\$
2			\$
3			\$
4			\$
5			\$

## male attendants – attach photo for your records

wedding party attire <i>final selection</i>							
company name				telephone			
contact name				email			
address				web site			
notes							
	name	size	cost	date ordered	deposit	balance	pick-up date
1			\$		\$	\$	
2			\$		\$	\$	
3			\$		\$	\$	

accessories			
	name/description	designer	cost
1	<i>shoes</i>		\$
2			\$
3			\$
4			\$

# my jewelry & accessories shopping checklist

*Here's music to your ears (and neck, and wrist...) – now that you've got your wedding dress, it's time to accessorize it!*

## accessories

item	description	brand and item number	retailer	cost
<input type="checkbox"/> veil: already tested with your headpiece and hair style - bring spare clips or pins				\$
<input type="checkbox"/> headpiece: already tested with your veil and hairstyle				\$
<input type="checkbox"/> shoes: broken in and comfortable				\$
<input type="checkbox"/> gloves: optional way to add a touch of elegance				\$
<input type="checkbox"/> shawl or wrap: if there's a chance you'll be chilly				\$

## jewelry

item	description	brand and item number	retailer	cost
<input type="checkbox"/> engagement ring: clean and sparkling				\$
<input type="checkbox"/> wedding bands: in a box or pillow entrusted to the ring bearer or best man				\$
<input type="checkbox"/> necklace: to complement your dress neckline				\$
<input type="checkbox"/> earrings: balances necklace – simple if necklace is elaborate and vice versa				\$
<input type="checkbox"/> bracelet(s): a nice touch, but not necessary				\$
<input type="checkbox"/> watch: only appropriate if family heirloom or antique				\$

## jewelry

item	description	brand and item number	retailer	cost
<input type="checkbox"/> bra: sometimes built into the dress - otherwise make sure you've tried them on together				\$
<input type="checkbox"/> underwear: thong, control top, or whatever you wish – just avoid the VPS (visible panty line)!				\$
<input type="checkbox"/> garter: often fulfills the "something blue" requirement – may want an extra for tossing				\$
<input type="checkbox"/> hosiery: (unless wearing open-toed shoes) bring an extra pair, just in case				\$
<input type="checkbox"/> slip/crinoline: can add extra oomph under a full skirt ballgown				\$
<input type="checkbox"/> body shaper or slimmer: keeps everything tucked in				\$

**total jewelry and accessories cost:** \_\_\_\_\_

# my registry checklist

*Take this ultimate registry check list with you – and ensure a complete home just waiting to host your first dinner party*

## formal dinnerware

8-12 place settings (includes dinner plate, salad/dessert plate, bread and butter plate, teacup and saucer)

- ☐ chargers (8-12)
- ☐ accent plates (8-12)
- ☐ pasta/soup bowls
- ☐ creamer
- ☐ sugar bowl
- ☐ gravy boat and stand
- ☐ salt/pepper shakers
- ☐ large vegetable bowls
- ☐ serving bowls
- ☐ covered casseroles
- ☐ medium platters
- ☐ large platters

## formal crystal

same quantities as your china:

- ☐ water goblets
- ☐ wine glasses (red and white)
- ☐ champagne flutes
- ☐ iced beverage glasses
- ☐ martini glasses

## barware

same quantities as your china:

- ☐ high ball glasses
- ☐ double old-fashioned glasses
- ☐ brandy glasses
- ☐ pilsner glasses

## silver

8-12 place settings (includes dinner fork, salad fork, tablespoon, teaspoon, knife)

- ☐ extra teaspoons
- ☐ extra salad forks
- ☐ cold meat server

## silver (cont'd.)

- ☐ serving spoons
- ☐ pierced tablespoons
- ☐ soup spoons
- ☐ sugar spoon
- ☐ butter knife

## appliances

- ☐ mixer
- ☐ skillet/griddle
- ☐ waffle iron
- ☐ bread maker
- ☐ rice cooker/vegetable steamer
- ☐ toaster/toaster oven
- ☐ food processor
- ☐ blender
- ☐ juicer
- ☐ coffee and tea makers

## bedding

6 of each:

- ☐ pillow cases
- ☐ pillow shams
- ☐ flat sheets
- ☐ fitted sheets

plus:

- ☐ comforters
- ☐ bed skirts
- ☐ blankets
- ☐ pillows
- ☐ mattress pads

## bath

6 of each:

- ☐ bath sheets
- ☐ bath towels
- ☐ hand towels
- ☐ washcloths

## **bath (cont'd.)**

plus:

- ☐ bath rugs
- ☐ shower curtains
- ☐ shower curtain rings
- ☐ shower curtain liners

## **luggage**

- ☐ upright suitcases
- ☐ garment bags
- ☐ duffle bags
- ☐ tote bags

## **everyday dinnerware**

8-12 place settings (includes dinner plate, salad/dessert plate, soup/cereal bowl, mug)

- ☐ creamer
- ☐ sugar bowl
- ☐ gravy boat and stand
- ☐ salt/pepper shakers
- ☐ vegetable bowls
- ☐ serving bowls
- ☐ covered casseroles
- ☐ clatters

## **everyday crystal and glassware**

same quantities as your china:

- ☐ tall beverage glasses
- ☐ double old-fashioned glasses
- ☐ goblets
- ☐ wine glasses
- ☐ flutes
- ☐ martini glasses

## **everyday flatware**

8-12 place settings (includes dinner fork, salad fork, tablespoon, teaspoon, knife)

- ☐ serving set
- ☐ hostess set
- ☐ entertainment set

## **table linens**

same quantities as your china:

- ☐ placemats
- ☐ napkins
- ☐ napkin rings

## **table linens (cont'd.)**

plus:

- ☐ 2 tablecloths

## **home accessories**

- ☐ frames and vases
- ☐ serving trays and bowls

## **cookware**

- ☐ sauce pans
- ☐ saute pans
- ☐ stockpot/dutch oven
- ☐ tea kettle
- ☐ steamer/double boiler
- ☐ wok/stir-fry pan
- ☐ lasagna/au gratin pan
- ☐ casserole dishes
- ☐ roaster
- ☐ grill/griddle
- ☐ omelette pan

## **bakeware**

- ☐ casserole dishes
- ☐ roasting pans
- ☐ cookie sheets
- ☐ muffin pans
- ☐ cake and pie pans
- ☐ pizza pans
- ☐ lasagna/baking pans
- ☐ bread pans

## **cutlery**

- ☐ paring knife
- ☐ chef knife
- ☐ bread knife
- ☐ carving knife
- ☐ cleaver
- ☐ slicing knife
- ☐ steak knife

## **tools for the kitchen**

- ☐ measuring cups and spoons
- ☐ mixing bowls
- ☐ cooking and serving utensils
- ☐ dishtowels
- ☐ hot pads
- ☐ canisters

# my wedding favors & gifts planner

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*Often a stumper, details such as wedding favors, welcome baskets, and attendant gifts often find themselves at the bottom of the wedding planning task list. Avoid the last-minute panic, and start your planning early.*

## **attendant gift notes:** bride's side

estimated total budget: \_\_\_\_\_

number of bridesmaids: \_\_\_\_\_

flower girl(s): \_\_\_\_\_

junior bridesmaids: \_\_\_\_\_

honorary attendants: \_\_\_\_\_

maid/matron of honor: \_\_\_\_\_

female attendant gift ideas: \_\_\_\_\_

female attendant initials/monograms: \_\_\_\_\_

## **attendant gift notes:** groom's side

estimated total budget: \_\_\_\_\_

number of groomsmen: \_\_\_\_\_

ring bearer(s): \_\_\_\_\_

ushers: \_\_\_\_\_

honorary attendants: \_\_\_\_\_

best man: \_\_\_\_\_

male attendant gift ideas: \_\_\_\_\_

male attendant initials/monograms: \_\_\_\_\_

### attendant gifts final selection – bride's side

attendant	gift	store	cost per gift
bridesmaids			\$
flower girl(s)			\$
junior bridesmaids			\$
for maid/matron of honor			\$

### attendant gifts final selection – groom's side

attendant	gift	store	cost per gift
groomsmen			\$
ring bearer(s)			\$
ushers			\$
best man			\$

### wedding favor notes and ideas – notes on overall theme and style: \_\_\_\_\_

potential favor ideas: \_\_\_\_\_

wedding favor <i>final selection</i>	
favor description	email
company name	web site
contact name	cost per favor \$
address	total ordered
telephone	delivery/pick-up date
notes	



# my honeymoon packing checklist

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*You've picked your vacation style, you've decided where and when to go, you've chosen your accommodations, you've figured out ways to save...let the packing begin!*

## **the essentials:**

- ☐ airline ticket or confirmation number
- ☐ identification, including passports, visas, and driver's licenses
- ☐ necessary credit cards (leave the Gap charge card at home!)
- ☐ hotel reservation confirmation number(s)
- ☐ traveler's checks
- ☐ phone numbers for your doctor(s), house/pet/baby sitter, and credit card companies
- ☐ two sets of photocopies of the above items – keep one set on you at all times and another set in a secure spot of your hotel room
- ☐ prescription medications in the original bottles
- ☐ contraception
- ☐ keyless travel locks and ID tags
- ☐ camera

## **necessities for her:** (may vary according to destination, season, and length of trip)

- ☐ one pair of jeans or khakis
- ☐ one light jacket or pullover
- ☐ one cute sundress
- ☐ one nice cocktail dress
- ☐ one cardigan
- ☐ four daytime recreational shirts, including t-shirts, tank tops, and short sleeves
- ☐ two pairs of shorts
- ☐ two bathing suits – one for sunbathing and one for beach activities
- ☐ one bathing suit cover-up
- ☐ one pair of walking shoes
- ☐ one pair of durable sandals
- ☐ one pair of evening shoes
- ☐ one daytime purse
- ☐ one evening purse
- ☐ adequate amounts of socks, bras, and underwear
- ☐ accessories to help dress up and dress down your outfits

## **necessities for him:** (may vary according to destination, season, and length of trip)

- ☐ one pair of jeans or khakis
- ☐ one nice pair of dress pants
- ☐ one light jacket or pullover
- ☐ four daytime recreational shirts, including t-shirts, tank tops, and short sleeves
- ☐ two pairs of shorts
- ☐ two short-sleeve dress shirts – button-down or polo
- ☐ one sports jacket
- ☐ one bathing suit
- ☐ one pair of walking shoes
- ☐ one pair of durable sandals
- ☐ one pair of dress shoes
- ☐ adequate amounts of socks and underwear

## **bring it:** (travel-size, when possible!)

- ☐ insect repellent
- ☐ sunscreen
- ☐ sunglasses
- ☐ hat and/or visor
- ☐ aloe vera
- ☐ bandages
- ☐ aspirin
- ☐ antacid
- ☐ antihistamine
- ☐ anti-diarrhea medication
- ☐ motion-sickness medicine
- ☐ feminine hygiene products
- ☐ toothpaste
- ☐ toothbrushes
- ☐ deodorant
- ☐ cosmetics
- ☐ make-up remover
- ☐ cotton balls and swabs
- ☐ comb/brush
- ☐ hair gel/spray
- ☐ nail file/clippers
- ☐ shaving cream
- ☐ razors

**bring it: (cont'd.)**

- ☐ contact lenses, solution, and storage case
- ☐ paperback books
- ☐ deck of cards
- ☐ canvas tote beach bag
- ☐ guidebook
- ☐ electrical converter/adapter

**consider it:**

- ☐ shampoo and conditioner (your hotel will probably provide)
- ☐ body lotion
- ☐ hair dryer (if you are uncertain if your hotel will provide one)
- ☐ shower cap
- ☐ alarm clock
- ☐ zip-lock storage bags for toiletries and wet items
- ☐ ear plugs
- ☐ sewing kit
- ☐ instant stain remover
- ☐ anti-bacterial lotion
- ☐ eye drops
- ☐ small backpack
- ☐ a pair of old sneakers that you won't care if they get ruined or left behind
- ☐ one pair of sneakers and ample workout clothes if you plan to maintain a daily exercise regimen
- ☐ pocket knife (don't even think about bringing it in your carry on)
- ☐ compact umbrella or ponchos
- ☐ extras of anything you can't live without, from contacts to toiletries

**leave it:**

- ☐ give a copy of your itinerary to a trusted family member or friend
- ☐ provide emergency contact information to your house/pet/baby sitter
- ☐ photocopies of your passport, credit cards, and traveler's check receipts
- ☐ a sealed copy of your wills, life insurance policy numbers, and noteworthy financial information