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## 12 MONTHS TO GO

- ☐ Announce engagement
- ☐ Arrange for your families to meet, if they haven't already
- ☐ Set a budget and determine who will be paying for what
- ☐ Decide what type of wedding you want: style, size, location, time of day, etc.
- ☐ Draft preliminary guest lists: Bride's, Groom's, Bride's family, Groom's family
- ☐ Register for engagement gifts
- ☐ Gather ideas for your ceremony and reception
- ☐ Order thank-you notes for engagement gifts
- ☐ Subscribe to wedding magazines

## 11 MONTHS TO GO

- ☐ Interview wedding planners and hire one, if desired
- ☐ Plan engagement party
- ☐ Begin dress research
- ☐ Set a wedding date
- ☐ Start your ceremony and reception location search
- ☐ Create a wedding Web site

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## 10 MONTHS TO GO

- ☐ Determine your wedding's color palette and theme
- ☐ Reserve a ceremony and reception site
- ☐ Research marriage license and residency requirements if you're getting married abroad
- ☐ Select the members of your bridal party
- ☐ Reserve a block of rooms for out of town guests

## 9 MONTHS TO GO

- ☐ Make bridal salon appointments to try on wedding gowns
- ☐ If wearing an heirloom gown, clean and schedule alterations
- ☐ Gather vendor referrals from friends and relatives
- ☐ Interview officiants
- ☐ Order and mail save-the-date cards
- ☐ Start meeting with vendors - photographers, caterers, bakers, videographers, florists, bands and DJs

## 8 MONTHS TO GO

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- ☐ Start a fitness/workout regime
- ☐ Contact lighting and tent rental companies for at-home weddings
- ☐ Delegate agreed responsibilities to your groom

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## 7 MONTHS TO GO

- ☐ Finalize wedding theme and palette
- ☐ Research wedding customs and traditions
- ☐ If you're getting married at-home, talk to your gardener about landscaping

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## 6 MONTHS TO GO

- ☐ Book baker and decide on cake flavor, design and style
- ☐ Discuss groom's cake ideas, if having
- ☐ Book caterer
- ☐ Book florist and determine overall style for personal flowers, ceremony and reception décor
- ☐ Book ceremony musicians and reception band or DJ
- ☐ Book photographer and videographer
- ☐ Finalize guest list and mailing addresses
- ☐ Research invitation designs
- ☐ Select an officiant and discuss ceremony service
- ☐ Order your wedding dress and accessories
- ☐ Book day of transportation for the bride, groom and bridal party
- ☐ Reserve a hotel room for your wedding night
- ☐ If necessary, update passports

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## 5 MONTHS TO GO

- ☐ Select bridesmaids' attire and confirm that each bridesmaid has ordered her dress
- ☐ Select attire for your flower girl(s) and ring bearer(s)
- ☐ Provide bridal shower guest list to maid-of-honor
- ☐ Update registry lists for bridal shower
- ☐ Research honeymoon destinations
- ☐ Finalize invitation design and order wedding invitations, and don't forget to order extra outer-envelopes
- ☐ Check invitation proof
- ☐ Test drive directions before printing direction cards
- ☐ Reserve rental items

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#### 4 MONTHS TO GO

- ☐ Book honeymoon \_\_\_\_\_
- ☐ Provide guest address list to calligrapher \_\_\_\_\_
- ☐ Meet with hair and makeup stylists to discuss ideas \_\_\_\_\_
- ☐ Create song play and do not playlists \_\_\_\_\_
- ☐ Select first dance and other special dance songs \_\_\_\_\_
- ☐ Schedule dance lessons, if desired \_\_\_\_\_
- ☐ Order wedding rings \_\_\_\_\_
- ☐ Reserve tuxedos for groom, dads and groomsmen \_\_\_\_\_
- ☐ Draft wedding program information \_\_\_\_\_
- ☐ Schedule your wedding rehearsal with officiant and bridal party \_\_\_\_\_

#### 3 MONTHS TO GO

- ☐ Attend first dress fitting \_\_\_\_\_
- ☐ Plan rehearsal dinner: book space and order invitations \_\_\_\_\_
- ☐ Order or make wedding favors \_\_\_\_\_
- ☐ Purchase guest book/vessel for guest notes \_\_\_\_\_
- ☐ Research signature drink options \_\_\_\_\_
- ☐ Attend pre-marriage counseling or classes, if required \_\_\_\_\_
- ☐ Request time off from work for your honeymoon \_\_\_\_\_
- ☐ Finalize flower arrangements for ceremony, reception and personal flowers \_\_\_\_\_
- ☐ Order wedding programs \_\_\_\_\_

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#### 2 MONTHS TO GO

- ☐ Mail wedding invitations \_\_\_\_\_
- ☐ Keep a record of RSVP cards you receive \_\_\_\_\_
- ☐ Schedule a makeup and hair trial \_\_\_\_\_
- ☐ Select gifts for attendants and parents \_\_\_\_\_
- ☐ Attend bridal shower \_\_\_\_\_
- ☐ Write and mail shower thank-you notes \_\_\_\_\_
- ☐ Start drafting your wedding vows, if writing your own \_\_\_\_\_
- ☐ Schedule a tasting with your caterer and confirm reception menu \_\_\_\_\_
- ☐ Send wedding announcement to local newspaper, if desired \_\_\_\_\_

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## 1 MONTH TO GO

- ☐ Draft seating chart
- ☐ Review ceremony details with your officiant
- ☐ Distribute copies of selected readings and songs to ceremony participants
- ☐ Apply for a marriage license
- ☐ Send photo shot list to photographer and do/do not play list to band/DJ
- ☐ Attend bachelor/bachelorette parties
- ☐ Write your wedding speech/toast
- ☐ Prepare bride and groom emergency kits
- ☐ Assemble guest room gifts for out-of-town guests
- ☐ Start breaking in your wedding day shoes
- ☐ Attend a hair and makeup trial and remember to take pictures of yourself
- ☐ Schedule a haircut appointment for the groom for the week or two before the wedding
- ☐ Find something old, new, borrowed and blue
- ☐ Attend final dress fitting
- ☐ Pick up your wedding rings
- ☐ Send seating and place cards to calligrapher, or begin to write/print them yourself



## 1 WEEK TO GO

- ☐ Pick-up wedding dress from bridal salon
- ☐ Have groom and groomsmen pick-up their tuxedos
- ☐ Give the caterer your final head count
- ☐ Send reception location manager final seating chart and drop off seating cards
- ☐ Distribute wedding day timeline and contact list to vendors and bridal party
- ☐ Give ceremony and reception location managers a vendor contact sheet
- ☐ Confirm wedding day beauty appointments
- ☐ Confirm wedding day details with all vendors
- ☐ Pack for honeymoon
- ☐ Deliver guest room gifts to hotel
- ☐ Assign day-of responsibilities to attendants
- ☐ Arrange for someone to send your wedding dress to a preservationist and return your groom's tuxedo to the rental store





## DAY BEFORE

- ☐ Organize tipping envelopes
  - ☐ Attend rehearsal and rehearsal dinner
  - ☐ Drop off ceremony accessories at ceremony site – programs, yarmulkes, unity candle, etc.
  - ☐ Give attendants and parents thank you gifts
  - ☐ Get a manicure and pedicure

DAY OF - SEE SEPARATE TIMELINE

## AFTER THE WEDDING

- ☐ Mail thank you cards to guests within 8 weeks of returning from your honeymoon \_\_\_\_\_
  - ☐ Send thank you notes to your vendors \_\_\_\_\_
  - ☐ Send change-of-address form to post office, if necessary \_\_\_\_\_
  - ☐ Change your last name on necessary forms \_\_\_\_\_

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# HAIR STYLIST

Name: \_\_\_\_\_

Salon: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Hours: \_\_\_\_\_

WWW: \_\_\_\_\_

Email: \_\_\_\_\_

Trial Appointment Date & Time: \_\_\_\_\_

Trial Fee: \_\_\_\_\_

INSERT PHOTOS from hair trial—front, back and side view

Notes: \_\_\_\_\_

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# WEDDING DAY APPOINTMENT

Location: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Estimated number of hours: \_\_\_\_\_

Services included: \_\_\_\_\_

Total Cost of Service (including tip): \_\_\_\_\_

Overtime Rate: \_\_\_\_\_

Notes: \_\_\_\_\_

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# MAKEUP ARTIST

Name: \_\_\_\_\_

Salon: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Hours: \_\_\_\_\_

WWW: \_\_\_\_\_

Email: \_\_\_\_\_

Trial Appointment Date & Time: \_\_\_\_\_

Trial Fee: \_\_\_\_\_

Notes: \_\_\_\_\_

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INSERT PHOTOS from makeup trial

\_\_\_\_\_

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# LIST MAKEUP COLORS HERE:

Lipstick: \_\_\_\_\_ Eye Shadow: \_\_\_\_\_ Mascara: \_\_\_\_\_

Lip Liner: \_\_\_\_\_ Eye Shadow: \_\_\_\_\_ Blush: \_\_\_\_\_

Lip Gloss: \_\_\_\_\_ Eye Liner: \_\_\_\_\_ Foundation: \_\_\_\_\_

# WEDDING DAY APPOINTMENT

Location: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Estimated number of hours: \_\_\_\_\_

Services included: \_\_\_\_\_

Total Cost of Service (including tip): \_\_\_\_\_

Overtime Rate: \_\_\_\_\_

Notes: \_\_\_\_\_

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**MAID - OF - HONOR**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**BRIDESMAID**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**BRIDESMAID**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**BRIDESMAID**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

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**BRIDESMAID**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**JUNIOR BRIDESMAID**

Name: \_\_\_\_\_  
 Parents' Names: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**FLOWER GIRL**

Name: \_\_\_\_\_  
 Parents' Names: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

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**BEST MAN**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**GROOMSMAN**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**GROOMSMAN**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**GROOMSMAN**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**GROOMSMAN**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**USHER**

Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_

**RING BEARER**

Name: \_\_\_\_\_  
 Parents' Names: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Special Assignment: \_\_\_\_\_



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Salon: \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Salesperson: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Appointment Date & Time: \_\_\_\_\_

**MY FAVORITE GOWNS:**

**Gown No. 1**

Designer: \_\_\_\_\_  
 Style No./Name: \_\_\_\_\_ Price: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Gown No. 2**

Designer: \_\_\_\_\_  
 Style No./Name: \_\_\_\_\_ Price: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**ACCESSORIES:**

**Shoes**

Designer: \_\_\_\_\_  
 Style No./Name: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Headpiece**

Designer: \_\_\_\_\_  
 Style No./Name: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Wrap/Shawl**

Designer: \_\_\_\_\_  
 Style No./Name: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
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Notes: \_\_\_\_\_  
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**Gown No. 3**

Designer: \_\_\_\_\_  
 Style No./Name: \_\_\_\_\_ Price: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Gown No. 4**

Designer: \_\_\_\_\_  
 Style No./Name: \_\_\_\_\_ Price: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Veil**

Designer: \_\_\_\_\_  
 Style No./Name: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Gloves**

Designer: \_\_\_\_\_  
 Style No./Name: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
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**PURCHASED BRIDESMAID DRESSES FROM:**

Store: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

WWW: \_\_\_\_\_

Address: \_\_\_\_\_

Store hours: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

**DRESS DETAILS**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Color: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIZE / MEASUREMENTS**

Bust: \_\_\_\_\_

Hips: \_\_\_\_\_

Size Ordered: \_\_\_\_\_

**ALTERATIONS**

Seamstress: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**DRESS ACCESSORIES****Shoes**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_ Price: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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**Handbag**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_ Price: \_\_\_\_\_

Description: \_\_\_\_\_

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Notes: \_\_\_\_\_

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Total Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Order Date: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Delivery/Pick-up Instructions: \_\_\_\_\_

\_\_\_\_\_

Waist: \_\_\_\_\_

Height or Outseam: \_\_\_\_\_

Fee: \_\_\_\_\_

Fitting Date: \_\_\_\_\_

Pick-up Date: \_\_\_\_\_

**Wrap/Shawl**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_ Price: \_\_\_\_\_

Description: \_\_\_\_\_

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**Jewelry**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_ Price: \_\_\_\_\_

Description: \_\_\_\_\_

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**PURCHASED BRIDESMAID DRESS FROM:**

Store: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

WWW: \_\_\_\_\_

Address: \_\_\_\_\_

Store hours: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

**DRESS DETAILS**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Color: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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**CONFIRMATION OF ORDER**

Maid-of-Honor: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Jr. Bridesmaid: \_\_\_\_\_

Jr. Bridesmaid: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

**DRESS ACCESSORIES****Shoes**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_ Price: \_\_\_\_\_

Description: \_\_\_\_\_

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**Handbag**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_ Price: \_\_\_\_\_

Description: \_\_\_\_\_

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Name \_\_\_\_\_

Notes: \_\_\_\_\_

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Total Cost: \_\_\_\_\_

Order Date: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Delivery/Pick-up Instructions: \_\_\_\_\_

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Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Wrap/Shawl**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_ Price: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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**Jewelry**

Designer: \_\_\_\_\_

Style No./Name: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_ Price: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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One of the first wedding planning tasks to undertake is creating your wedding budget. Estimate that 50% of your budget will be allocated for the reception (location, food and drinks) The remaining money should be divided among the other ceremony and reception categories – stationery, flowers, music, photography and videography and wedding attire.

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WEDDING - RELATED PARTY	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
<b>Engagement Party</b>					
Location Fee					
Catering					
Rentals – linens, tables, chairs, etc...					
Beverages					
Flowers & Décor					
Favors					
Miscellaneous					
<b>Bridesmaid Luncheon</b>					
Location Fee					
Invitations					
Catering					
Rentals – linens, tables, chairs, etc...					
Beverages					
Flowers & Décor					
Favors					
Miscellaneous					
<b>Rehearsal Dinner</b>					
Location Fee					
Invitations					
Catering					
Rentals – linens, tables, chairs, etc...					
Beverages					
Flowers & Décor					
Miscellaneous					
<b>Post-Wedding Brunch</b>					
Location Fee					
Invitations					
Catering					
Rentals – linens, tables, chairs, etc...					
Beverages					
Flowers & Décor					
Miscellaneous					

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CEREMONY	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
Ceremony Location Fee					
Officiant's Fee					
Marriage License					
Choir or Cantor					
Ceremony Accessories					
Marriage Contract/Ketubah					
Unity Candle					
Aisle Runner					
Yarmulkes					
RECEPTION					
Reception Venue Fee					
Tents					
Lighting					
Rentals					
Tables					
Linens					
Chairs					
China					
Glassware					
Flatware					
Parking/Valet					
Coat Check					
FOOD & DRINK					
Catering					
Cocktail Hour					
Reception Menu					
Wait Staff					
Bar					
Bartenders					
Wine					
Liquor					
Champagne					
Non-alcoholic beverages					
Beer					
Gratuities					
TRANSPORTATION					
Bride and Groom					
Bridal Party					
Guests					
Gratuities					

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PHOTO & VIDEO	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
Photographer's Fee					
Engagement Portrait					
Proofs					
Wedding Album					
Parents' Albums					
Additional Prints					
Videographer's Fee					
Additional Copies of DVD					
<b>MUSIC</b>					
Ceremony Musicians					
Cocktail Hour Music					
Reception Music					
<b>STATIONERY</b>					
Save-the-Date Cards					
Invitations					
Reply Card					
Reception Card					
Map/Directions Card					
Inner Envelope					
Outer Envelope					
Wedding Programs					
Seating Cards					
Table Numbers					
Place Cards					
Menu Cards					
Cocktail Napkins					
Coasters					
Matchbooks or Barrels					
Thank You Cards					
Postage					
Calligraphy					
Guest Book					
Announcements					
Shipping Charges					

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W E D D I N G   C A K E	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
Bride's Cake					
Groom's Cake					
Cake Topper					
Serving Set					
Cake Boxes					
Delivery Charges					
<b>F L O W E R S   &amp;   D É C O R</b>					
Ceremony Site Decorations					
Bride's Bouquet					
Attendants' Bouquets					
Boutonnieres					
Flower Girl Accessories					
Corsages and Posies					
Reception Table Centerpieces					
Buffet Table Decorations					
Cocktail Hour Décor					
Car Decorations					
Entranceway Decorations					
Seating Card Table Arrangement					
Restroom Arrangements					
Wreaths					
Garlands					
Cake Table Décor					
Delivery Charges					

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WEDDING ATTIRE & BEAUTY	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
Wedding Dress					
Veil and headpiece					
Accessories					
Shoes					
Hosiery					
Undergarments					
Garter					
Jewelry					
Hair					
Makeup					
Groom's tuxedo or suit					
Groom's accessories					
Shoes					
Cufflinks					
Tie					
Pocket Square					
Wedding Rings					
<b>GIFT &amp; FAVORS</b>					
Maid-of-Honor and Bridesmaid Gifts					
Best Man and Groomsmen Gifts					
Flower Girl and Ring Bearer Gifts					
Gifts for Bride's Parents					
Gifts for Groom's Parents					
Guest Room Gifts					
Wedding Favors					
<b>HONEYMOON</b>					
Airfare					
Hotel Accommodations					
Meals					
Activities (golf, theatre, spa, etc...)					

Notes

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**PROCESSIONAL ORDER**

In the numbers below, list the order of your wedding processional

No.1	_____	and	_____
No.2	_____	and	_____
No.3	_____	and	_____
No.4	_____	and	_____
No.5	_____	and	_____
No.6	_____	and	_____
No.7	_____	and	_____
No.8	_____	and	_____
No.9	_____	and	_____
No.10	_____	and	_____

**RECESSIONAL ORDER**

In the numbers below, list the order of your wedding recessional

No.1	_____	and	_____
No.2	_____	and	_____
No.3	_____	and	_____
No.4	_____	and	_____
No.5	_____	and	_____
No.6	_____	and	_____
No.7	_____	and	_____
No.8	_____	and	_____
No.9	_____	and	_____
No.10	_____	and	_____

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**CEREMONY PARTS**

In the numbered list below, list the parts of your ceremony, and who is assigned to each part: (readings, songs, etc...)

No.1	_____	and	_____
No.2	_____	and	_____
No.3	_____	and	_____
No.4	_____	and	_____
No.5	_____	and	_____
No.6	_____	and	_____
No.7	_____	and	_____
No.8	_____	and	_____
No.9	_____	and	_____
No.10	_____	and	_____

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Don't forget these important items on your wedding day:

- ☐ Wedding dress, veil and headpiece
- ☐ Shoes, hosiery and undergarments
- ☐ Jewelry
- ☐ Something old, new, borrowed and blue
- ☐ Gloves, if wearing
- ☐ Emergency Kits, for the bride, groom and bridesmaids (see separate template)
- ☐ Copies of vendor and bridal party contact list and timeline for the day
- ☐ Wedding programs, if you haven't already delivered them to the ceremony site
- ☐ Wedding favors, if you haven't already delivered them to the reception site
- ☐ Marriage license
- ☐ Wedding bands and ring bearer pillow
- ☐ Suitcase, airline tickets and passports if you're leaving for your honeymoon from the reception
- ☐ Copy of your wedding vows, if you're writing your own
- ☐ Copy of your wedding toast, if you are planning to make a speech
- ☐ Envelopes with tips for vendors

Notes:

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**DAY 1**

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 WWW: \_\_\_\_\_

Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Items to bring: \_\_\_\_\_

**DAY 2**

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 WWW: \_\_\_\_\_

Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Items to bring: \_\_\_\_\_

**DAY 3**

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 WWW: \_\_\_\_\_

Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Items to bring: \_\_\_\_\_

**DAY 4**

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 WWW: \_\_\_\_\_

Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Items to bring: \_\_\_\_\_

**Notes**

\_\_\_\_\_  
 \_\_\_\_\_  
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**L O D G I N G**

Hotel No.1: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Discount Code: \_\_\_\_\_

Hotel No.2: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Discount Code: \_\_\_\_\_

Hotel No.3: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Discount Code: \_\_\_\_\_

Hotel No.4: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Discount Code: \_\_\_\_\_

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**G R O U N D   T R A N S P O R T A T I O N**

**From hotel to airport**

Company: \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Pick-up Time: \_\_\_\_\_ Location: \_\_\_\_\_

Travel Agent/Wedding Coordinator: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 WWW: \_\_\_\_\_

**Notes**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**For guests to/from wedding**

Company: \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 To Wedding Pick-up Time: \_\_\_\_\_ Location: \_\_\_\_\_  
 To Hotel Pick-up Time: \_\_\_\_\_ Location: \_\_\_\_\_

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## FOR THE BRIDE

- ☐ Antacid
- ☐ Baby powder and wipes
- ☐ Band-aids (clear)
- ☐ Bottle of water and drinking straw
- ☐ Breath mints
- ☐ Button down or zippered top
- ☐ Chalk (white)
- ☐ Contact lenses, solutions and eye drops
- ☐ Cotton swabs
- ☐ Deodorant
- ☐ Double-stick tape
- ☐ Earring backs
- ☐ Extra pair of hose
- ☐ Fashion tape
- ☐ Hair styling tools
  - ☐ Bobby pins and elastic bands
  - ☐ Brush
  - ☐ Comb
  - ☐ Hairspray
  - ☐ Gel or mousse
  - ☐ Hair straightening or curling iron
  - ☐ Hair dryer
- ☐ Hand lotion
- ☐ Lint brush
- ☐ Makeup and tools
  - ☐ Powder
  - ☐ Blush
  - ☐ Lipstick and liner
  - ☐ Lip gloss
  - ☐ Eye shadow, liner, mascara
  - ☐ Makeup brushes
  - ☐ Makeup remover
- ☐ Nail file
- ☐ Nail glue
- ☐ Nail polish in clear and the same color you're wearing
- ☐ Pain Reliever
- ☐ Perfume
- ☐ Safety pins
- ☐ Sewing kit (with white and ivory thread, extra buttons)
- ☐ Small snack
- ☐ Stain-remover wipes
- ☐ Tampons and pads
- ☐ Tissues
- ☐ Toothbrush, toothpaste and floss

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## FOR THE BRIDESMAIDS

- ☐ Antacid
- ☐ Band-aids (clear)
- ☐ Bottles of water and drinking straws
- ☐ Breath mints
- ☐ Clear nail polish
- ☐ Double-stick tape
- ☐ Earring backs
- ☐ Extra pair of hose
- ☐ Fashion tape
- ☐ Hair styling tools
  - ☐ Bobby pins and elastic bands
  - ☐ Brush
  - ☐ Comb
  - ☐ Hairspray
  - ☐ Gel or mousse
- ☐ Hand lotion
- ☐ Lint brush

## FOR THE GROOM &amp; GROOMSMEN

- ☐ Antacid
- ☐ Band-aids (clear)
- ☐ Bottle of water and drinking straw
- ☐ Breath mints
- ☐ Cologne
- ☐ Contact lenses, solutions and eye drops
- ☐ Deodorant
- ☐ Extra pair of dress socks
- ☐ Extra pair of shoelaces
- ☐ Hair styling tools
  - ☐ Brush
  - ☐ Comb
  - ☐ Hairspray
  - ☐ Hair gel
- ☐ Lint brush
- ☐ Pain Reliever
- ☐ Pocket Square
- ☐ Safety pins
- ☐ Sewing kit (with thread to match his tuxedo or suit's color and extra buttons)
- ☐ Shoe polish kit
- ☐ Small snack
- ☐ Stain-remover wipes
- ☐ Tissues
- ☐ Toothbrush, toothpaste and floss

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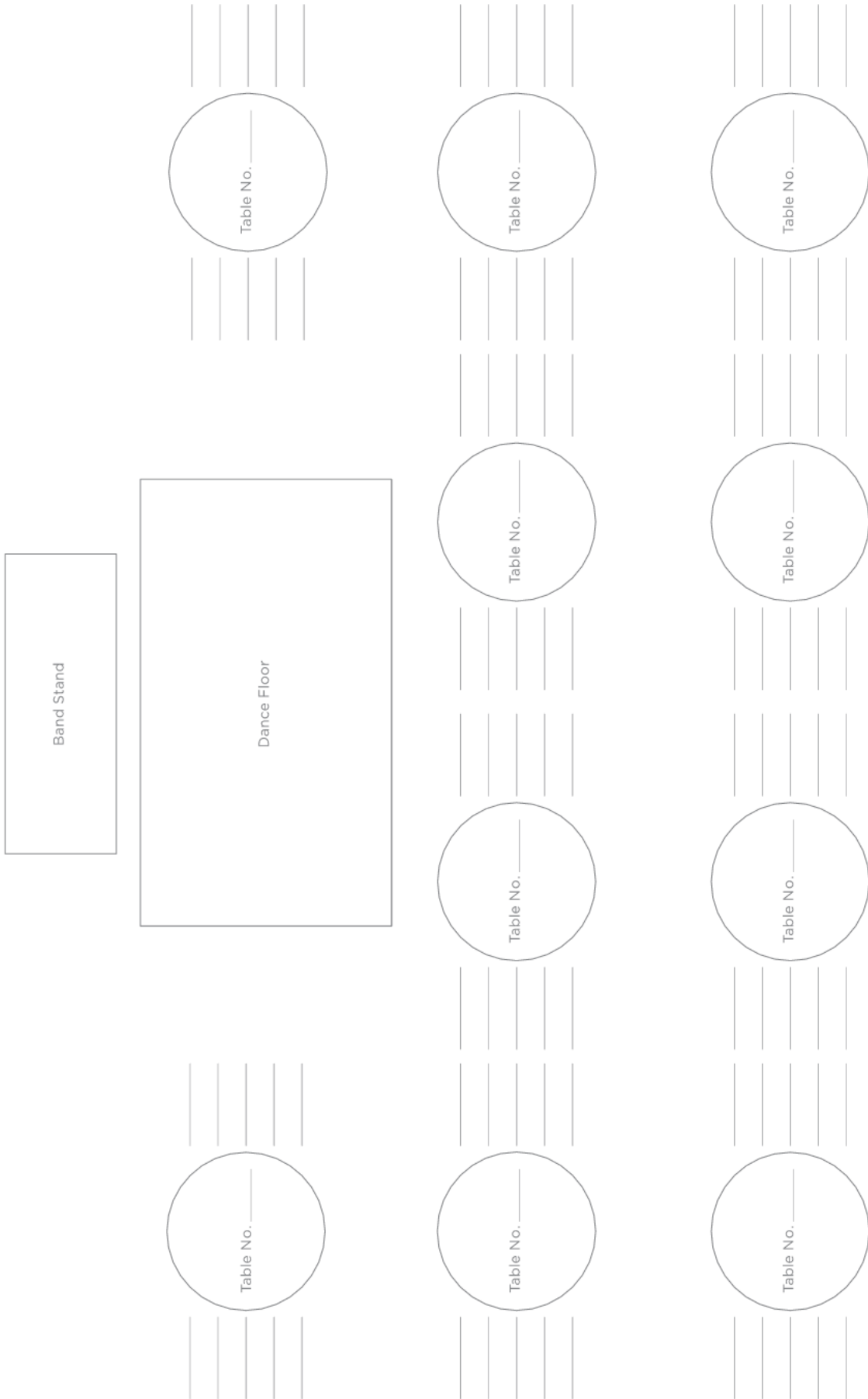
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Table No. _____	<div>Band Stand</div> <div>Dance Floor</div>	Table No. _____
		Table No. _____
Table No. _____		Table No. _____
		Table No. _____
Table No. _____		Table No. _____
		Table No. _____

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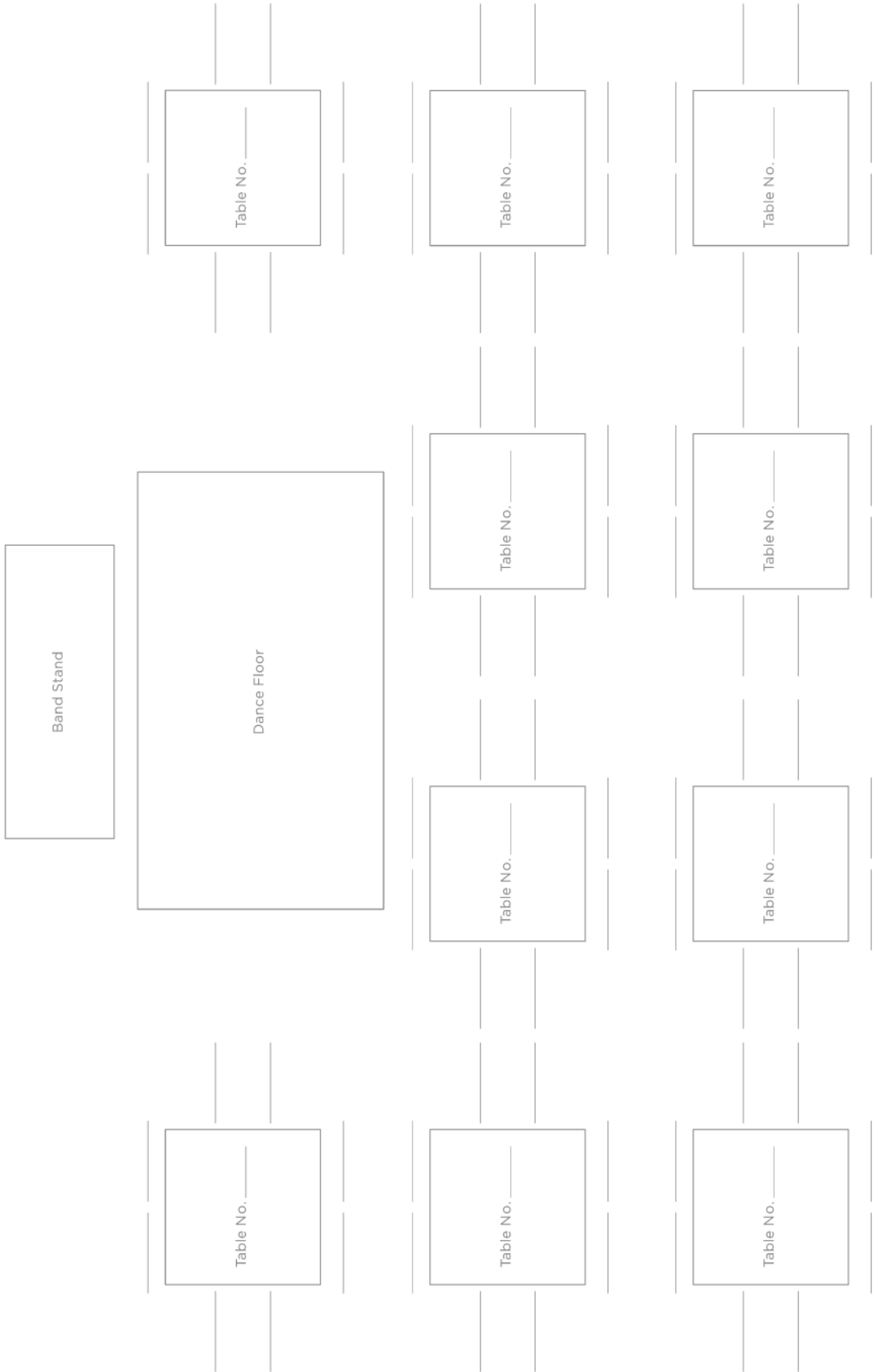
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Company: \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL FLOWERS**

	Description	Quantity	Cost
Bride's Bouquet			
Maid-of-honor's bouquet			
Bridesmaids' bouquets			
Groom's boutonnière			
Groomsmen/Ushers' boutonnieres			
Corsages/posies for moms and grandmothers			
Flower Girl's basket and headpiece			
Ring Bearer pillow and boutonnière			
Other special boutonnieres and corsages			
Tossing bouquet			
Extra boutonnière for the groom			

**CEREMONY DÉCOR**

Aisle runner			
Pew/chair decorations			
Altar/chuppah decorations			
Candles and holders			
Entranceway arrangement			
Wreaths			
Garland			
Tossing petals			
Other arrangements			

**RECEPTION DÉCOR**

Entranceway arrangement			
Seating card table arrangement			
Guestbook table decor			
Bar decorations			
Cocktail table decorations			
Bride and Groom's chair decorations			
Reception centerpieces			
Candles and holders			
Buffet table decor			
Cake decor			
Cake-table decorations			
Restroom baskets/arrangements			
Getaway car decorations			
Other arrangements			

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**PURCHASED/RENTED TUXEDO FROM:**

Tuxedo Rental Store: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

WWW: \_\_\_\_\_

Address: \_\_\_\_\_

Store hours: \_\_\_\_\_

Package Name: \_\_\_\_\_

Tuxedo Style &amp; Color: \_\_\_\_\_

\_\_\_\_\_

Designer: \_\_\_\_\_

Cost: \_\_\_\_\_

Order Date: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Name \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fitting Date and Time: \_\_\_\_\_

Pick-up Date and Time: \_\_\_\_\_

Return Date and Time: \_\_\_\_\_

Late Fee: \_\_\_\_\_

Cancellation Terms: \_\_\_\_\_

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**MEASUREMENTS****Pants**

Waist: \_\_\_\_\_ Inseam: \_\_\_\_\_ Outseam: \_\_\_\_\_

**Jacket**

Across the Shoulders: \_\_\_\_\_ Sleeve Inseam: \_\_\_\_\_ Sleeve Outseam: \_\_\_\_\_

**Shirt**

Neck: \_\_\_\_\_ Sleeve Length: \_\_\_\_\_

Shoe Size: \_\_\_\_\_

**ACCESSORIES**

	Item	Size	Color	Cost	Purchased at
Tie:					
Vest:					
Cummerbund:					
Suspenders:					
Cufflinks:					
Studs:					
Pocket Square:					
Formal Socks:					
Shoes:					
Other:					

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**PURCHASED/RENTED TUXEDO FROM:**

Store: \_\_\_\_\_  
 Salesperson: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Store hours: \_\_\_\_\_  
 Directions: \_\_\_\_\_  
 \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Package Name: \_\_\_\_\_  
 Tuxedo Style & Color: \_\_\_\_\_  
 \_\_\_\_\_  
 Designer: \_\_\_\_\_  
 Cost: \_\_\_\_\_  
 Order Date: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Pick-up Date and Time: \_\_\_\_\_  
 Return Date and Time: \_\_\_\_\_  
 Late Fee: \_\_\_\_\_

Cancellation Terms: \_\_\_\_\_

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**CONFIRMATION OF ORDER**

Groom: \_\_\_\_\_  
 Best Man: \_\_\_\_\_  
 Father of the Bride: \_\_\_\_\_  
 Father of the Groom: \_\_\_\_\_  
 Groomsman: \_\_\_\_\_  
 Groomsman: \_\_\_\_\_  
 Groomsman: \_\_\_\_\_  
 Groomsman: \_\_\_\_\_  
 Groomsman: \_\_\_\_\_  
 Usher: \_\_\_\_\_  
 Usher: \_\_\_\_\_  
 Ring Bearer: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

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ACCESSORIES	Item	Size	Color	Cost	Purchased at
Tie:					
Vest:					
Cummerbund:					
Suspenders:					
Cufflinks:					
Studs:					
Pocket Square:					
Formal Socks:					
Shoes:					
Other:					

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Name(s): \_\_\_\_\_  
 Children: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State and Zip Code: \_\_\_\_\_  
 Table No.: \_\_\_\_\_  
 Entrée Choice: \_\_\_\_\_  
 Save-the-date card mailed: Yes No  
 Invitation mailed: ☐ Thank you card mailed: ☐  
 Attending: Yes No Total in party: \_\_\_\_\_  
 Parties:  
 Engagement Party Yes No Thank you card mailed: ☐  
 Bridal Shower Yes No Thank you card mailed: ☐  
 Rehearsal Dinner Yes No  
 Post-Wedding Brunch Yes No  
 Notes: \_\_\_\_\_

Name(s): \_\_\_\_\_  
 Children: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State and Zip Code: \_\_\_\_\_  
 Table No.: \_\_\_\_\_  
 Entrée Choice: \_\_\_\_\_  
 Save-the-date card mailed: Yes No  
 Invitation mailed: ☐ Thank you card mailed: ☐  
 Attending: Yes No Total in party: \_\_\_\_\_  
 Parties:  
 Engagement Party Yes No Thank you card mailed: ☐  
 Bridal Shower Yes No Thank you card mailed: ☐  
 Rehearsal Dinner Yes No  
 Post-Wedding Brunch Yes No  
 Notes: \_\_\_\_\_

Name(s): \_\_\_\_\_  
 Children: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State and Zip Code: \_\_\_\_\_  
 Table No.: \_\_\_\_\_  
 Entrée Choice: \_\_\_\_\_  
 Save-the-date card mailed: Yes No  
 Invitation mailed: ☐ Thank you card mailed: ☐  
 Attending: Yes No Total in party: \_\_\_\_\_  
 Parties:  
 Engagement Party Yes No Thank you card mailed: ☐  
 Bridal Shower Yes No Thank you card mailed: ☐  
 Rehearsal Dinner Yes No  
 Post-Wedding Brunch Yes No  
 Notes: \_\_\_\_\_

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Name(s): \_\_\_\_\_  
 Children: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State and Zip Code: \_\_\_\_\_  
 Table No.: \_\_\_\_\_  
 Entrée Choice: \_\_\_\_\_  
 Save-the-date card mailed: Yes No  
 Invitation mailed: ☐ Thank you card mailed: ☐  
 Attending: Yes No Total in party: \_\_\_\_\_  
 Parties:  
 Engagement Party Yes No Thank you card mailed: ☐  
 Bridal Shower Yes No Thank you card mailed: ☐  
 Rehearsal Dinner Yes No  
 Post-Wedding Brunch Yes No  
 Notes: \_\_\_\_\_

Name(s): \_\_\_\_\_  
 Children: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State and Zip Code: \_\_\_\_\_  
 Table No.: \_\_\_\_\_  
 Entrée Choice: \_\_\_\_\_  
 Save-the-date card mailed: Yes No  
 Invitation mailed: ☐ Thank you card mailed: ☐  
 Attending: Yes No Total in party: \_\_\_\_\_  
 Parties:  
 Engagement Party Yes No Thank you card mailed: ☐  
 Bridal Shower Yes No Thank you card mailed: ☐  
 Rehearsal Dinner Yes No  
 Post-Wedding Brunch Yes No  
 Notes: \_\_\_\_\_

Name(s): \_\_\_\_\_  
 Children: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State and Zip Code: \_\_\_\_\_  
 Table No.: \_\_\_\_\_  
 Entrée Choice: \_\_\_\_\_  
 Save-the-date card mailed: Yes No  
 Invitation mailed: ☐ Thank you card mailed: ☐  
 Attending: Yes No Total in party: \_\_\_\_\_  
 Parties:  
 Engagement Party Yes No Thank you card mailed: ☐  
 Bridal Shower Yes No Thank you card mailed: ☐  
 Rehearsal Dinner Yes No  
 Post-Wedding Brunch Yes No  
 Notes: \_\_\_\_\_

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**DESTINATION:** \_\_\_\_\_**Air Travel****To:**

Depart From (Airport): \_\_\_\_\_

Airline: \_\_\_\_\_

Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Flight No.: \_\_\_\_\_

Time: \_\_\_\_\_

**Transfer Flight Information (if necessary)**

Depart From (Airport): \_\_\_\_\_

Airline: \_\_\_\_\_

Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Flight No.: \_\_\_\_\_

Time: \_\_\_\_\_

**From:**

Depart From (Airport): \_\_\_\_\_

Airline: \_\_\_\_\_

Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Flight No.: \_\_\_\_\_

Time: \_\_\_\_\_

**Transfer Flight Information (if necessary)**

Depart From (Airport): \_\_\_\_\_

Airline: \_\_\_\_\_

Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Flight No.: \_\_\_\_\_

Time: \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

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**Ground Transportation to Airport**

Car Service: \_\_\_\_\_

Contact/Phone: \_\_\_\_\_

Confirmation No.: \_\_\_\_\_

Pick-up Time/Place: \_\_\_\_\_

Rate: \_\_\_\_\_

**Ground Transportation to Hotel**

Car Service: \_\_\_\_\_

Contact/Phone: \_\_\_\_\_

Confirmation No.: \_\_\_\_\_

Pick-up Time/Place: \_\_\_\_\_

Rate: \_\_\_\_\_

**Ground Transportation to Airport**

Car Service: \_\_\_\_\_

Contact/Phone: \_\_\_\_\_

Confirmation No.: \_\_\_\_\_

Pick-up Time/Place: \_\_\_\_\_

Rate: \_\_\_\_\_

**Ground Transportation to Home**

Car Service: \_\_\_\_\_

Contact/Phone: \_\_\_\_\_

Confirmation No.: \_\_\_\_\_

Pick-up Time/Place: \_\_\_\_\_

Rate: \_\_\_\_\_

**Accommodations**

Hotel Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

WWW: \_\_\_\_\_

Nightly Rate: \_\_\_\_\_

Package: \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

WWW: \_\_\_\_\_

Nightly Rate: \_\_\_\_\_

Package: \_\_\_\_\_

**Total Cost:** \_\_\_\_\_**Reservations**

Restaurant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Restaurant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date/Time: \_\_\_\_\_

**Entertainment**

Theatre Tickets: \_\_\_\_\_

Spa Appointments: \_\_\_\_\_

Golf Reservations: \_\_\_\_\_

Other: \_\_\_\_\_

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## TYPE OF MEAL

- ☐ Brunch  
☐ Luncheon  
☐ Cocktails  
☐ Dinner  
☐ Dessert only

## TYPE OF SERVICE

- ☐ Cocktail Hour  
     ☐ Passed hors d'oeuvres  
     ☐ Hors d'oeuvre stations  
☐ Seated Meal  
     ☐ Family Style  
     ☐ French Service  
     ☐ American Service  
     ☐ English Service  
     ☐ Russian Service  
☐ Buffet Meal  
     ☐ Staff-served  
     ☐ Self-serve  
     ☐ Food Stations

## TYPE OF FOOD

- ☐ Seasonal  
☐ Regional  
☐ Continental  
☐ Ethnic  
☐ Other: \_\_\_\_\_

## NUMBER OF COURSES

- ☐ Hors d'oeuvres  
☐ Soup  
☐ Salad  
☐ Appetizer  
☐ Pasta  
☐ Main  
☐ Fruit/Cheese  
☐ Dessert

Notes

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## MAIN COURSE

- ☐ Fish  
☐ Beef  
☐ Poultry  
☐ Lamb  
☐ Seafood  
☐ Pasta  
☐ Vegetarian  
☐ Other: \_\_\_\_\_

## DIETARY RESTRICTIONS

- ☐ Vegetarian                      Number of \_\_\_\_\_  
☐ Vegan                              Number of \_\_\_\_\_  
☐ Kosher                              Number of \_\_\_\_\_  
☐ Gluten-Free                      Number of \_\_\_\_\_  
☐ Other: \_\_\_\_\_ Number of \_\_\_\_\_

## DESSERT

- ☐ Wedding Cake  
☐ Groom's Cake  
☐ Dessert Buffet  
☐ Candy Bar  
☐ Other: \_\_\_\_\_

## BEVERAGES

- ☐ Full Bar  
     ☐ Open  
     ☐ Limited  
☐ Wine only  
☐ Beer and Wine only  
☐ Champagne Toast  
☐ Signature Drink

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BRIDE & GROOM'S SONG SUGGESTIONS

Song

Artist

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BRIDAL PARTY SONG SUGGESTIONS

Song

Artist

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DO NOT PLAY LIST

Song

Artist

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CEREMONY	Song	Performed by	Start time
Prelude - guests arriving/being seated			
Processional			
Honored guests			
Grandparents			
Bridesmaids and groomsmen			
Bridesmaids and groomsmen			
Bridesmaids and groomsmen			
Bridesmaids and groomsmen			
Bridesmaids and groomsmen			
Best man			
Groom's parents - if not walking with groom			
Groom			
Maid-of-honor			
Flower girl and ring bearer			
Bride and her father (and mother)			
Ceremony			
Interlude			
Lighting of the unity candle			
Choir			
Vocal/Solo			
Recessional			
Postlude - guests leaving ceremony site			
COCKTAIL HOUR			
Receiving Line			
Cocktail Hour			
RECEPTION			
Bridal Party's entrance			
Bride & Groom's entrance			
Couple's first dance			
Father/daughter dance			
Mother/son dance			
Guests' first dance			
Traditional Dance			
Dinner Music			
Dancing			
Cake Cutting			
Bouquet Toss			
Garter Toss			
Father of the Bride's Toast Introduction			
Best Man's Toast Introduction			
Maid-of-Honor's Toast Introduction			
Special Request			
Last Dance			

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## P O R T R A I T S

- ☐ Bride
- ☐ Groom
- ☐ Bride and Groom
- ☐ Bride, with detail of back of dress
- ☐ Bride with maid-of-honor
- ☐ Bride with bridesmaids
- ☐ Bride with all of her attendants
- ☐ Bride with her parents
- ☐ Groom with best man
- ☐ Groom with groomsmen
- ☐ Groom with all of his attendants
- ☐ Groom with his parents
- ☐ Ring bearer with flower girl
- ☐ Entire bridal party
- ☐ Bride with her mom
- ☐ Bride with her dad
- ☐ Bride with both moms
- ☐ Bride and Groom with bride's parents
- ☐ Bride and Groom with groom's parents
- ☐ Bride and Groom with bride's family
- ☐ Bride and Groom with groom's family
- ☐ Bride with her siblings
- ☐ Groom with his siblings
- ☐ Bride and Groom with both sets of parents
- ☐ Bride and Groom with grandparents
- ☐ Groom with his mom
- ☐ Groom with his dad
- ☐ Bride and Groom walking away from the camera
- ☐ Group shot of the Bride and Groom with all of their guests
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## P R E - W E D D I N G

- ☐ Wedding gown hanging before Bride gets dressed
- ☐ Bride and attendants getting ready
- ☐ Groom and groomsmen getting ready
- ☐ Mother and maid-of-honor helping bride get ready
- ☐ Reception area being set up
- ☐ Groom leaving for the ceremony
- ☐ Groom seeing bride for the first time - if not at ceremony
- ☐ Bride and Groom signing marriage contract
- ☐ Bride leaving for ceremony
- ☐ Bride and her dad getting into car
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## C E R E M O N Y

- ☐ Signs directing guests to wedding
- ☐ Guests arriving at ceremony site
- ☐ Bride and her dad getting out of their car
- ☐ Ushers escorting special guests to their seats
- ☐ Both sets of parents entering

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- ☐ Both sets of parents being seated
- ☐ Groom walking down the aisle
- ☐ Each member of the bridal party walking down the aisle
- ☐ Child attendants walking down the aisle
- ☐ Bridal Party awaiting Bride at altar
- ☐ Bride walking down the aisle
- ☐ Special guests watching the ceremony
- ☐ Special reading or songs during ceremony
- ☐ Bride and Groom exchanging rings
- ☐ Bride and Groom reciting their vows
- ☐ Bride and Groom lighting unity candle
- ☐ Bride and Groom's first kiss
- ☐ Bride and Groom leading recessional
- ☐ Guests tossing rice, petals, seeds, etc...
- ☐ Bride's and Groom's hands with wedding rings
- ☐ Bride and Groom in front of ceremony site after the ceremony
- ☐ Bride and Groom getting in getaway car
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## R E C E P T I O N

- ☐ Relatives and friends signing guest book
- ☐ Guests at cocktail hour
- ☐ Bride and Groom arriving at reception site
- ☐ Bride and Groom greeting guests/receiving line
- ☐ Reception site set
- ☐ Centerpieces
- ☐ Place settings
- ☐ Cake table
- ☐ Bride and Groom's formal entrance
- ☐ Point-of-view of the Bride and Groom as they enter the reception site
- ☐ Father of the Bride's toast
- ☐ Best Man's toast
- ☐ Maid-of-Honor's toast
- ☐ Bride and Groom making their toast/speech
- ☐ Group picture of guests at each table
- ☐ Bride and Groom's first dance - up close
- ☐ Bride and Groom's first dance from a distance
- ☐ Bride dancing with her dad
- ☐ Groom dancing with his mom
- ☐ Guests dancing
- ☐ Traditional dances
- ☐ Bride and Groom speaking with their guests
- ☐ Wedding cake
- ☐ Cake cutting
- ☐ Bride and Groom feeding each other cake
- ☐ Wedding favors
- ☐ Bride tossing bouquet
- ☐ Bride and Groom departing
- ☐ Back of getaway car
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

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Store: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
WWW: \_\_\_\_\_  
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## DINING ROOM

Formal China (8-12 settings) Pattern: \_\_\_\_\_

- ☐ 5-Piece Place Setting (Dinner, salad and bread plates, teacup and saucer)
- ☐ Pasta bowl
- ☐ Rimmed soup bowl
- ☐ Serving bowls
- ☐ Small serving platter
- ☐ Large serving platter
- ☐ Large vegetable bowls
- ☐ Covered vegetable bowls
- ☐ Covered casseroles
- ☐ Coffee pot
- ☐ Sugar and creamer set
- ☐ Salt and pepper shakers
- ☐ Gravy boat

Silverware Pattern: \_\_\_\_\_

- ☐ 5-Piece Place Settings (dinner and salad fork, tablespoon, teaspoon and knife)
- ☐ Butter knives
- ☐ Salad servers
- ☐ Serving forks
- ☐ Serving spoons
- ☐ Pierced spoons
- ☐ Sugar spoon
- ☐ Cake server
- ☐ Pie server
- ☐ Ladle
- ☐ Silverware chest

Crystal (same quantities as your formal china) Pattern: \_\_\_\_\_

- ☐ Water goblets
- ☐ Iced beverage glasses
- ☐ Red wine glasses
- ☐ White wine glasses
- ☐ Tumblers
- ☐ Champagne flutes
- ☐ Pilsners
- ☐ High Ball glasses
- ☐ Double old fashions glasses
- ☐ Cordials
- ☐ Martini glasses
- ☐ Snifters
- ☐ Punch bowl and cups
- ☐ Ice bucket
- ☐ Ice tongs
- ☐ Cocktail shaker
- ☐ Decanter

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## Table Linens

- ☐ Tablecloths
- ☐ Dinner napkins
- ☐ Cocktail napkins
- ☐ Table runner
- ☐ Placemats
- ☐ Napkin rings

## KITCHEN

Everyday Dishes Pattern: \_\_\_\_\_

- ☐ 5-Piece Place Setting (dinner and salad plates, soup bowl, teacup and saucer)
- ☐ Pasta bowls
- ☐ Cereal bowls
- ☐ Salt and pepper shakers
- ☐ Vegetable bowls
- ☐ Serving bowls
- ☐ Covered dishes
- ☐ Sugar and creamer set

Flatware Pattern: \_\_\_\_\_

- ☐ 5-Piece Place Setting (Dinner and salad forks, tablespoon, teaspoon, knives)
- ☐ Salad servers
- ☐ Serving set
- ☐ Hostess set
- ☐ Steak knives

Glassware Pattern: \_\_\_\_\_

- ☐ Juice glasses
- ☐ Water glasses
- ☐ Red wine glasses
- ☐ White wine glasses
- ☐ Pitcher

## Cookware

- ☐ Sauce pans
- ☐ Covered sauté pans
- ☐ Stockpot
- ☐ Skillets
- ☐ Double boiler
- ☐ Roasting pan
- ☐ Roasting rack
- ☐ Dutch oven
- ☐ Omelet pan
- ☐ Steamer basket
- ☐ Tea kettle
- ☐ Wok/Stir fry pan
- ☐ Lasagna Pan
- ☐ Casserole Dishes
- ☐ Grill/Griddle
- ☐ Fondue Set

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## Cutlery

- ☐ Knife block set
- ☐ Chef's knife
- ☐ Serrated knife
- ☐ Paring knife
- ☐ Boning knife
- ☐ Utility knife
- ☐ Bread knife
- ☐ Kitchen shears
- ☐ Cleaver
- ☐ Carving set
- ☐ Sharpening steel

## Appliances

- ☐ Mixer
- ☐ Waffle iron
- ☐ Bread maker
- ☐ Rice cooker
- ☐ Toaster/Toaster oven
- ☐ Food processor
- ☐ Blender
- ☐ Juicer
- ☐ Pasta maker
- ☐ Coffee maker
- ☐ Electric can opener

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## Bakeware

- ☐ Baking pans
- ☐ Pie plate
- ☐ Jelly-roll pan
- ☐ Tart pan
- ☐ Half-sheet pan
- ☐ Cooling rack
- ☐ Cookie sheets
- ☐ Measuring cups
- ☐ Measuring spoons
- ☐ Cake pans
- ☐ Muffin tin
- ☐ Quiche pan
- ☐ Rolling pin
- ☐ Baking sheet
- ☐ Mixing bowl
- ☐ Loaf pan
- ☐ Bread pans

## Kitchen Linens

- ☐ Tablecloth
- ☐ Napkins
- ☐ Pot holders
- ☐ Dishtowels
- ☐ Aprons
- ☐ Chair pads

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- ☐ Table pad
- ☐ Table runners
- ☐ Kitchen mat

## BATHROOM

## Bath Linens

- ☐ Bath towels
- ☐ Hand towels
- ☐ Bath sheets
- ☐ Washcloths
- ☐ Bath mats
- ☐ Shower curtain (rings and liner)

## Bath Accessories

- ☐ Soap dish
- ☐ Waste basket
- ☐ Tissue holder
- ☐ Toothbrush holder
- ☐ Bath mats
- ☐ Water glass
- ☐ Scale

## BEDROOM

## Bed Linens

- ☐ Mattress pad
- ☐ Fitted sheets
- ☐ Flat sheets
- ☐ Pillowcases (set of 2)
- ☐ Pillow shams (set of 2)
- ☐ Pillows
- ☐ Comforter/Duvet
- ☐ Duvet cover
- ☐ Blankets
- ☐ Quilt
- ☐ Bed skirt/Dust ruffle

## LIVING ROOM

- ☐ Picture frames
- ☐ Vases
- ☐ Tiered server
- ☐ Cake plate
- ☐ Pitcher
- ☐ Candlestick holder
- ☐ Centerpiece bowl
- ☐ Divided serving tray
- ☐ Chip 'n' dip bowl

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Rental Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 WWW: \_\_\_\_\_

Tent Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
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 Fax: \_\_\_\_\_  
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Lighting Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
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**RENTAL ITEMS****Tent:**

Size  
☐ Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_

Style  
☐ Frame \_\_\_\_\_  
☐ Pole \_\_\_\_\_  
☐ Canopy \_\_\_\_\_

Sidewalls  
☐ Solid white \_\_\_\_\_  
☐ Windows \_\_\_\_\_  
☐ Clear \_\_\_\_\_

Flooring  
☐ Subfloors - Height off ground \_\_\_\_\_  
☐ Floor \_\_\_\_\_  
☐ Carpeting Color: \_\_\_\_\_  
☐ Artificial turf \_\_\_\_\_  
☐ Dance floor \_\_\_\_\_

Lighting  
☐ Generators \_\_\_\_\_  
☐ Uplighting \_\_\_\_\_  
☐ Stage lighting \_\_\_\_\_  
☐ Spot lighting \_\_\_\_\_  
☐ Ceremony lighting \_\_\_\_\_  
☐ Dance floor lighting \_\_\_\_\_

Temperature  
☐ Heaters \_\_\_\_\_  
☐ Air conditioning \_\_\_\_\_

**Stage**

☐ Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_

**Tables:**

Cocktail Tables Style No.: \_\_\_\_\_

☐ Quantity \_\_\_\_\_

☐ Size \_\_\_\_\_

Cocktail Hour Chairs Style No.: \_\_\_\_\_

☐ Quantity \_\_\_\_\_

**Reception Tables**

☐ Round: Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_

☐ 48" Seats \_\_\_\_\_ number of guests

☐ 54" Seats \_\_\_\_\_ number of guests

☐ 60" Seats \_\_\_\_\_ number of guests

☐ 66" Seats \_\_\_\_\_ number of guests

☐ 72" Seats \_\_\_\_\_ number of guests

☐ Square: Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_

☐ 48" Seats \_\_\_\_\_ number of guests

☐ 60" Seats \_\_\_\_\_ number of guests

☐ 72" Seats \_\_\_\_\_ number of guests

☐ Rectangle: Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_

☐ 4' Seats \_\_\_\_\_ number of guests

☐ 6' Seats \_\_\_\_\_ number of guests

☐ 8' Seats \_\_\_\_\_ number of guests

**Head Table**

☐ Size \_\_\_\_\_ Shape \_\_\_\_\_ Style No.: \_\_\_\_\_

**Cake Table**

☐ Size \_\_\_\_\_ Shape \_\_\_\_\_ Style No.: \_\_\_\_\_

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## Reception Chairs

- ☐ Folding - Wood  
☐ Folding - Other  
☐ Bentwood  
☐ Reception  
☐ \_\_\_\_\_

Style No.: \_\_\_\_\_ Color: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 Style No.: \_\_\_\_\_ Color: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 Style No.: \_\_\_\_\_ Color: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 Style No.: \_\_\_\_\_ Color: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 Style No.: \_\_\_\_\_ Color: \_\_\_\_\_ Quantity: \_\_\_\_\_

## China:

- ☐ Dinner plates  
☐ Salad plates  
☐ Rimmed soup bowls  
☐ Chargers  
☐ Dessert plates  
☐ Tea cups and saucers  
☐ Bread and butter plates  
☐ Hors d'oeuvres plates

Pattern: \_\_\_\_\_ Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 Pattern: \_\_\_\_\_ Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 Pattern: \_\_\_\_\_ Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_  
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 Pattern: \_\_\_\_\_ Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 Pattern: \_\_\_\_\_ Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_

## Flatware:

- ☐ Salad fork  
☐ Dinner fork  
☐ Dinner knife  
☐ Fish fork  
☐ Fish knife  
☐ Butter knife  
☐ Teaspoon  
☐ Tablespoon

Pattern: \_\_\_\_\_ Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 Pattern: \_\_\_\_\_ Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_  
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## Glassware:

- ☐ Water goblets  
☐ White Wine glasses  
☐ Red Wine glasses  
☐ Champagne Flutes  
☐ Rock glasses  
☐ Tumblers  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_  
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 Style No.: \_\_\_\_\_ Quantity: \_\_\_\_\_

## Linens:

- ☐ Round Tablecloths  
☐ Long Tablecloths  
☐ Buffet Table Linens  
☐ Table Pads or Liners  
☐ Overlays/Skirting  
☐ Cake table linens  
☐ Seating card table linens  
☐ Cocktail table linens  
☐ Dinner Napkins  
☐ Cocktail Napkins  
☐ Chair Covers

Style No.: \_\_\_\_\_ Size: \_\_\_\_\_ Color: \_\_\_\_\_  
 Style No.: \_\_\_\_\_ Size: \_\_\_\_\_ Color: \_\_\_\_\_  
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**Service Trays:**

- |                                      |                  |                 |
|--------------------------------------|------------------|-----------------|
| <input type="checkbox"/> Round       | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Oval        | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Square      | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Rectangular | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Tray Stands | Style No.: _____ | Quantity: _____ |

**Serving Pieces:**

- |  |                  |                 |
|--|------------------|-----------------|
| <input type="checkbox"/> Chafing Dishes          | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Coffee Pot              | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Coffee Urn              | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Creamer and Sugar Sets  | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Platters                | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Salt and Pepper Shakers | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Serving Bowls           | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Tea Service             | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Water Pitchers          | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Wine Carafes            | Style No.: _____ | Quantity: _____ |

**Other:**

- |   |                  |                 |
|---|------------------|-----------------|
| <input type="checkbox"/> Dance Floor      | Style No.: _____ | Size: _____     |
| <input type="checkbox"/> Candle Holders   | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Portable Toilets | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> Candelabras      | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> _____            | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> _____            | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> _____            | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> _____            | Style No.: _____ | Quantity: _____ |
| <input type="checkbox"/> _____            | Style No.: _____ | Quantity: _____ |

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**Rentals**

Subtotal: \_\_\_\_\_ Deposit: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_ Balance: \_\_\_\_\_ Balance Paid: \_\_\_\_\_

**Tents**

Subtotal: \_\_\_\_\_ Deposit: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_ Balance: \_\_\_\_\_ Balance Paid: \_\_\_\_\_

**Lighting**

Subtotal: \_\_\_\_\_ Deposit: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_ Balance: \_\_\_\_\_ Balance Paid: \_\_\_\_\_

**Total Due:** \_\_\_\_\_

**Notes:**

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Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
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**BRIDE & FATHER OF THE BRIDE**

Type of Car:

<input type="checkbox"/> Classic Car	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Limousine	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Town Car	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Horse & Carriage	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Other _____	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Own Cars				

Make/Model: \_\_\_\_\_  
 Pick-Up Location: \_\_\_\_\_  
 Pick-up Time: \_\_\_\_\_  
 Driver's Name: \_\_\_\_\_  
 Special instructions: \_\_\_\_\_

Purpose: \_\_\_\_\_  
 Drop-off Location: \_\_\_\_\_  
 Drop-off Time: \_\_\_\_\_  
 Driver's Cell Number: \_\_\_\_\_  
 Overtime Rates: \_\_\_\_\_

**BRIDAL PARTY**

Type of Car:

<input type="checkbox"/> Limousine	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Town Car	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Van	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Chartered Bus	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Other _____	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Own Cars				

Make/Model: \_\_\_\_\_  
 Pick-Up Location: \_\_\_\_\_  
 Pick-up Time: \_\_\_\_\_  
 Driver's Name: \_\_\_\_\_  
 Special instructions: \_\_\_\_\_

Purpose: \_\_\_\_\_  
 Drop-off Location: \_\_\_\_\_  
 Drop-off Time: \_\_\_\_\_  
 Driver's Cell Number: \_\_\_\_\_  
 Overtime Rates: \_\_\_\_\_

**GUESTS**

Type of Car:

<input type="checkbox"/> Van	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Chartered Bus	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Rented Trolley	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Other _____	Capacity: _____	Cost/hr: _____	Est. Hrs: _____	Total Cost: _____
<input type="checkbox"/> Own Cars				

Make/Model: \_\_\_\_\_  
 Pick-Up Location: \_\_\_\_\_  
 Pick-up Time: \_\_\_\_\_  
 Driver's Name: \_\_\_\_\_  
 Special instructions: \_\_\_\_\_

Purpose: \_\_\_\_\_  
 Drop-off Location: \_\_\_\_\_  
 Drop-off Time: \_\_\_\_\_  
 Driver's Cell Number: \_\_\_\_\_  
 Overtime Rates: \_\_\_\_\_

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**Total Cost:** \_\_\_\_\_  
 Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_



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Whether or not you are having a destination wedding, you may have some guests who need to make travel arrangements. Secure a discounted/ group rate at a local hotel and let your guests know in which hotel they should reserve a room. If you have a large group flying in for your wedding, you can also secure a discounted rate with an airline. Use this worksheet to keep track of travel arrangements for your guests.

**H O T E L**

Name: \_\_\_\_\_

Notes: \_\_\_\_\_

Address: \_\_\_\_\_

Main Number: \_\_\_\_\_

Reservations Phone Number: \_\_\_\_\_

WWW: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Room Rate: \_\_\_\_\_

Reservations must be made by: \_\_\_\_\_

Number of Rooms Reserved: \_\_\_\_\_

Reservation Code: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_

**A I R L I N E**

Carrier: \_\_\_\_\_

Notes: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

WWW: \_\_\_\_\_

Arriving Airport: \_\_\_\_\_

Reservation Deadline: \_\_\_\_\_

Reservations Phone Number: \_\_\_\_\_

Reservation Code: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_

**G R O U N D   T R A N S P O R T A T I O N**

Company: \_\_\_\_\_

Notes: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

WWW: \_\_\_\_\_

Pick-up Location/Time: \_\_\_\_\_

Drop off Location: \_\_\_\_\_

Reservation deadline: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_

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B A K E R

Place company's business card here:

Address: \_\_\_\_\_

+

CATERER

Place company's business card here:

Address: \_\_\_\_\_

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CEREMONY LOCATION

Place company's business card here:

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

[russellandhazel.com](http://russellandhazel.com)

F L O R I S T

Place company's business card here:

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

[russellandhazel.com](http://russellandhazel.com)

MUSICIANS / DJ

Place company's business card here:

Address: \_\_\_\_\_

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OFFICIANT

Place company's business card here:

Address: \_\_\_\_\_

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PHOTOGRAPHER

Company: \_\_\_\_\_

WWW: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Place company's business card here:

Notes: \_\_\_\_\_

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RECEPTION LOCATION

Place company's business card here:

Address: \_\_\_\_\_

STATIONER

Place company's business card here:

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

[russellandhazel.com](http://russellandhazel.com)

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## VIDEOPHOTOGRAPHER

Company: \_\_\_\_\_

WWW: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Place company's business card here:

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WEDDING PLANNER

Company: \_\_\_\_\_

WWW: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Place company's business card here:

Notes: \_\_\_\_\_

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Baker: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 WWW: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Style:

- ☐ Traditional  
☐ Modern  
☐ Ornate  
☐ Simple  
☐ Themed

## Shape:

- ☐ Round  
☐ Square  
☐ Cupcakes  
☐ Sculpted shape

## Construction:

- ☐ Tiered, stacked  
☐ Tiered, with columns  
☐ Sheet cake

Number of Tiers: \_\_\_\_\_

Number of Tiers: \_\_\_\_\_

## Icing Colors:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Theme:

\_\_\_\_\_  
 \_\_\_\_\_

Number of Slices: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_

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## Adorned with:

- ☐ Fresh flowers  
☐ Sugar flowers  
☐ Fresh fruit  
☐ Cake topper  
☐ Piping  
☐ Fondant  
☐ Gum Paste  
☐ Marzipan

## Icing:

- ☐ Buttercream  
☐ Fondant  
☐ Ganache  
☐ Meringue  
☐ Mousseline  
☐ Royal icing

## Flavors:

Cake: \_\_\_\_\_

Fillings: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

## Groom's Cake

## Theme:

\_\_\_\_\_  
 \_\_\_\_\_

## Flavors:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Fillings:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Slices: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_

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Use this outline to plan the schedule for your wedding day. Adjust the timeline to fit the start time of your ceremony. We left blank lines throughout the list so you can customize the schedule to fit your plans.

\_\_\_\_\_ Flower delivery and reception set-up begin

\_\_\_\_\_

\_\_\_\_\_ Bride's makeup appointment (1 hour)

\_\_\_\_\_

\_\_\_\_\_ Bride's hair appointment (1 hour)

\_\_\_\_\_

\_\_\_\_\_ Bride begins getting dressed (30 minutes)

\_\_\_\_\_

\_\_\_\_\_ Bridesmaids arrive to get dressed

\_\_\_\_\_

\_\_\_\_\_ Groom and groomsmen arrive to get dressed

\_\_\_\_\_

\_\_\_\_\_ Bride and Groom begin taking formal portraits (30 minutes)

\_\_\_\_\_

\_\_\_\_\_ Formal portraits with bridal party and family members (1 hour)

\_\_\_\_\_

\_\_\_\_\_ Guests begin to arrive (30 minutes)

\_\_\_\_\_

\_\_\_\_\_ Prelude music begins

\_\_\_\_\_

\_\_\_\_\_ Bridal Party lines up for processional

\_\_\_\_\_

\_\_\_\_\_ Special guests are seated

\_\_\_\_\_

\_\_\_\_\_ Processional begins

\_\_\_\_\_

\_\_\_\_\_ Ceremony begins (30 minutes)

\_\_\_\_\_

\_\_\_\_\_ Recessional begins

\_\_\_\_\_

\_\_\_\_\_ Receiving line at ceremony location (30 minutes)

\_\_\_\_\_

\_\_\_\_\_ Bridal Party and guests drive from ceremony site to reception location

\_\_\_\_\_

\_\_\_\_\_ Cocktail hour begins (1 hour)

\_\_\_\_\_

\_\_\_\_\_ Bride and Groom pose for portraits (30 minutes)

\_\_\_\_\_

\_\_\_\_\_ Reception begins

\_\_\_\_\_

\_\_\_\_\_ Bridal Party Entrance (10 minutes)

\_\_\_\_\_

\_\_\_\_\_ Bride & Groom's grand entrance

\_\_\_\_\_

\_\_\_\_\_ First Dance (5 minutes)

\_\_\_\_\_

\_\_\_\_\_ First course served

\_\_\_\_\_

\_\_\_\_\_ Second course served

\_\_\_\_\_

\_\_\_\_\_ Best Man's toast (10 minutes)

\_\_\_\_\_

\_\_\_\_\_ Maid-of-honor toast (10 minutes)

\_\_\_\_\_

\_\_\_\_\_ Cake cutting (5 minutes)

\_\_\_\_\_

\_\_\_\_\_ Father-daughter dance (5 minutes)

\_\_\_\_\_

\_\_\_\_\_ Mother-son dance (5 minutes)

\_\_\_\_\_

\_\_\_\_\_ Bouquet toss or presentation (5 minutes)

\_\_\_\_\_

\_\_\_\_\_ Garter toss, if having (5 minutes)

\_\_\_\_\_

\_\_\_\_\_ Last dance

\_\_\_\_\_

\_\_\_\_\_ Getaway car scheduled to leave

\_\_\_\_\_

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Bridal Salon: \_\_\_\_\_  
 WWW: \_\_\_\_\_  
 Salesperson: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GOWN ORDER**

Designer: \_\_\_\_\_  
 Fabric: \_\_\_\_\_  
 Size ordered: \_\_\_\_\_  
 Price: \_\_\_\_\_  
 Expected delivery date: \_\_\_\_\_

Style No./Name: \_\_\_\_\_  
 Color: \_\_\_\_\_  
 Special requests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACCESSORIES ORDER****Shoes**

Designer: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Expected delivery date: \_\_\_\_\_

Style No./Name: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_

**Veil**

Designer: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Expected delivery date: \_\_\_\_\_

Style No./Name: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_

**Headpiece**

Designer: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Expected delivery date: \_\_\_\_\_

Style No./Name: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_

**Gloves**

Designer: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Expected delivery date: \_\_\_\_\_

Style No./Name: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_

**Wrap/Shawl**

Designer: \_\_\_\_\_  
 Size: \_\_\_\_\_ Price: \_\_\_\_\_  
 Expected delivery date: \_\_\_\_\_

Style No./Name: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Cancellation/Refund Policy: \_\_\_\_\_

**FITTING SCHEDULE**

Seamstress: \_\_\_\_\_  
 Date & Time: \_\_\_\_\_  
 Date & Time: \_\_\_\_\_  
 Date & Time: \_\_\_\_\_

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HOST LINE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUEST LINE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BRIDE'S &amp; GROOM'S NAMES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WEDDING DATE &amp; TIME: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION LINE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTIRE: \_\_\_\_\_

\_\_\_\_\_

RECEPTION CARD: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REPLY CARD: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRINTING:**

Printing Method:      Engraved      Letterpress      Thermography

Type of Paper: \_\_\_\_\_ Paper Color: \_\_\_\_\_ Ink Color: \_\_\_\_\_

Typeface/Font: \_\_\_\_\_

Style Number/Name: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Return Address printed on envelopes:    Yes      No

Address: \_\_\_\_\_

\_\_\_\_\_

Approved Proof:    Yes      No

Total Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_

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**PRE - WEDDING**

Engagement announcements	Quantity	_____	_____
Engagement party invitations	Quantity	_____	_____
Save-the-date cards	Quantity	_____	_____
Thank you cards	Quantity	_____	_____
Rehearsal dinner invitations	Quantity	_____	_____

**WEDDING INVITATIONS**

Invitations	Quantity	_____	_____
Inner-Envelopes	Quantity	_____	_____
Outer-Envelopes	Quantity	_____	_____
Reply Cards and envelopes	Quantity	_____	_____
Reception cards	Quantity	_____	_____
Map insert	Quantity	_____	_____
Direction cards	Quantity	_____	_____
Travel and accommodation information	Quantity	_____	_____
Pew cards	Quantity	_____	_____
In-case-of-rain cards	Quantity	_____	_____

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**CEREMONY / RECEPTION**

Program	Quantity	_____	_____
Reserved seating signs	Quantity	_____	_____
Guest book	Quantity	_____	_____
Seating cards	Quantity	_____	_____
Table numbers	Quantity	_____	_____
Place cards	Quantity	_____	_____
Menu Cards	Quantity	_____	_____
Printed napkins	Quantity	_____	_____
Matchbooks or barrels	Quantity	_____	_____
Favor tags	Quantity	_____	_____

**POST - WEDDING**

Thank you cards	Quantity	_____	_____
Wedding announcements	Quantity	_____	_____
Moving announcements or change of address cards	Quantity	_____	_____

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