

12 MONTH PLANNING TIMELINE

Wedding arrangements should be started twelve months in advance if possible. The keys are to be well organized with a timetable and checklists, and to fully involve your fiancé, family, and attendants in the many tasks of arranging the perfect wedding. Don't forget that your contracted vendors are experts and are eager to help you through the entire process!

- Upon Engagement to 12 Months Ahead —
- Set the date and time for the wedding
 - Submit engagement announcement on SouthernMNBride.com
 - Decide on style and size of wedding
 - Choose color scheme
 - Set your budget; discuss finances with those helping to pay
 - Decide wedding party size, choose attendants
 - Begin your guest list to get a rough count
 - Hire a wedding planner to help
 - Meet with clergy or officiant
 - Shop for gown and veil, order when chosen
 - Begin to interview and reserve as decided:
 - Ceremony site
 - Reception site
 - Photographer
 - Videographer
 - Caterer
 - Florist
 - Ceremony musicians
 - Entertainment

- 9 Months Ahead —
- Order and mail save-the-date cards
 - Choose dress for bridesmaids
 - Register for gifts at bridal registries
 - Have engagement photos taken
 - Discuss honeymoon plans, apply for passport if needed
 - Select transportation for ceremony and reception

— Notes —

- 6 Months Ahead —
- Order dress and accessories: schedule delivery date
 - Help mothers choose their dresses
 - Reserve rental equipment such as tables, chairs and tent if unfurnished space
 - Select invitations, stationery, and thank you cards
 - Book hair, nail appointment
 - Choose baker-order wedding cake
 - Choose favors
 - Make honeymoon reservations
 - Reserve accommodations for out-of-town guests
 - Order wedding rings and arrange engraving
 - Take dance lessons and choreograph first dance
 - Research marriage license requirements
- 3 to 4 Months Ahead —
- Select wedding music for ceremony, dinner and dances
 - Finalize details with florist, DJ, photographer, caterer
 - Finalize menu with caterer
 - Choose and order men's attire
 - Meet with a premarital counselor

— Notes —

12 MONTH PLANNING TIMELINE

- 2 Months Ahead —
- Address and mail invitations
 - Confirm ceremony details and arrange rehearsal
 - Prepare printed program for ceremony
 - Invite wedding party and guests to rehearsal dinner
 - Purchase guest book and pen, unity candle, toasting glasses, cake knife and server, flower girl/ring bearer accessories
 - Complete documents for legal name change, change of address

- 1 Month Ahead —
- Obtain marriage license
 - Pick up rings and check engraving
 - Confirm details with the florist, caterer, entertainers, and officiant
 - Schedule fittings for gown, tuxedo, attendants' dresses
 - Buy gifts for attendants, flower girl, ring bearer, fiancé, parents

- 2 Weeks Ahead —
- Confirm rehearsal dinner plans.
 - Find out about gown preservation
 - Submit list of must-take shots to photographer and videographer
 - Follow up on missing RSVPs
 - Arrange seating chart and place cards
 - Create wedding day schedule; share with wedding party, family and vendors
 - Confirm final guest count to caterer and reception site

— Notes —

- 1 Week Ahead —
- Pick up dress
 - Pick up the rings
 - Write rehearsal dinner and wedding toasts
 - Confirm out-of-town guest lodging
 - Get manicure and pedicure
 - Pack for honeymoon!
 - Write thank you notes as you receive gifts
 - Verify transportation to and from ceremony
- Day Before —
- Deliver out of town guest gift baskets to hotel
 - Attend ceremony rehearsal
 - Hold rehearsal dinner and give gifts to wedding party
 - Prepare tip envelopes and arrange for someone to distribute them
- Wedding Day —
- Eat breakfast
 - Get hair and makeup done
 - Get dressed
 - Relax and enjoy the day

— Notes —

SHARING THE COST

In terms of wedding planning, the bride's family once paid virtually all of the nuptial expenses. Societal changes have loosened this rule a bit. Probably the most useful approach for a bride and groom and their families to take when making wedding plans is to be communicative, realistic, and courteous. Weddings are expensive and there are times when tradition should bow to practicality. Some expenses the bride and groom can assume themselves, and perhaps the groom's family is willing to help out. Below is the traditional division of expenses. To avoid conflict, discuss these financial obligations frankly and thoroughly from the beginning.

— Bride's Family —

- Invitations, announcements, and postage
- Bride's wedding attire and trousseau
- Cost of the ceremony including rental of sanctuary, chapel or other facility, organist, soloist and sexton fees, aisle carpets, flowers, and any additional decorating costs
- Bridesmaids' bouquets
- Cost of the reception including food, wedding cake, beverages, flowers, decorations, music, rental equipment and gratuities for the bartenders and waiters
- Engagement and wedding photographs
- Transportation
- Wedding gift for the newlyweds
- Wedding consultant
- Any welcome parties for out-of-town guests

— Bride —

- Groom's ring
- Gift for the groom
- Gifts for her attendants
- Lodging for her out-of-town attendants (optional)
- Bridesmaids' luncheon
- Gift for parents

— Groom's Family —

- Their wedding attire
- Wedding gift for the newlyweds
- Rehearsal dinner
- Their travel expenses and hotel bills
- Shipment of wedding gifts to the bridal couple's new home

— Groom —

- Bride's engagement and wedding rings
- Gift for the bride
- Marriage license
- Fee for clergy officiant
- Gifts for best man, groomsmen, and ushers
- Bridal bouquet and going away corsage
- Boutonnieres for all men in wedding party
- Mothers' and Grandmothers' corsages
- Lodging for out-of-town attendants (optional)
- Honeymoon
- Bachelors' dinner (optional)
- Gift for parents

— Attendants and Ushers —

- Their wedding attire selected by the bride
- Travel expenses and lodging
- Parties for the bride and groom
- Wedding gift for the couple

— Notes —

BUDGET THOUGHTS

A realistic wedding budget is absolutely essential and should be one of the first things you do. Know how much money you have to spend and on what it should be spent. By keeping budget in mind you will be able to make the right decisions when making choices. Here are a few questions you may want to discuss before developing your final budget.

— Budget —

- How much do you want to spend?
- Are the necessary funds available?
- Size of wedding party?
- How many guests will be invited?

— Ceremony —

- Where will you hold it? Indoors or outdoors?
- Church or venue?
- Reception Formal or casual?
- Ballroom or hall?
- Does the venue you like provide services like catering and bar service or will you arrange it yourself?

— Attire —

- Do you want a designer gown or off-the-rack?
- Purchase or rent formalwear?

— Photography —

- What style do you prefer, posed or photojournalistic?
- Will you want video?
- Do you want a beautiful leather-bound photo book or something less expensive?

— Wedding Cake —

- Do you want a custom designed cake or something smaller with sheet cake service?

— Food / Catering —

- Do you want a caterer separate from your venue?
- Sit-down service or buffet?
- Will appetizers be served during cocktail hour?
- Alcohol Will there be alcohol?
- Full bar or limited to beer, champagne and wine?

— Entertainment —

- Will you have an orchestra or organist at the ceremony?
- Band, DJ or both?
- What other sort of entertainment will be needed?
- Invitations Letterpress or printed?
- Custom designed or just customized?
- Will you be sending save the dates?
- What inserts will be required with the invitations?

— Transportation —

- How will you travel from the ceremony to the reception.
- Will you provide rented transportation for the entire wedding party?
- Will your venue location require valet parking or shuttle service?

Once you decide on your priorities, it will guide you in setting your budget. Once your budget is set, stick to it by using our handy budget worksheets (starting on the adjacent page) to keep you on task.

— Notes —

BUDGET WORKSHEETS

Bride's Attire

Bridal gown _____
Headpiece / veil _____
Alterations _____
Shoes _____
Lingerie, hosiery, garter _____
Jewelry and accessories _____
Hair, makeup, manicure _____
Dress preservation _____

Other Women's Attire

Mother of the bride _____
Mother of the groom _____
Bride's attendants _____

Men's Formal Attire

Groom's tuxedo, shoes, etc. _____
Father of the bride _____
Father of the groom _____
Groom's attendants _____

Ceremony

Church / ceremony site fee _____
Officiant _____
Organist / musicians / soloist _____
Marriage license _____
Aisle runner, decorations _____
Candles, misc. _____
Flower girl accessories _____
Ring bearer accessories _____

Wedding Rings

Engagement ring _____
Bride's ring _____
Groom's ring _____

Stationery

Save-the-date cards _____
Invitations and envelopes _____
Map inserts _____
Announcements _____
Response cards _____
Thank you notes _____
Ceremony programs _____
Calligraphy / addressing _____
Postage _____
Place cards _____
Printed napkins _____
Guest book and pen _____
Other _____

Rehearsal Dinner

Site rental _____
Food / caterer _____
Taxes and gratuities _____
Other _____
Bridesmaid's luncheon _____

Gift Budget

For bride _____
For groom _____
For bride's attendants _____
For groom's attendants _____
For parents _____
For flower girl / ring bearer _____
Other _____

— Notes —

Transportation

Limousine / carriage _____
Other _____

Reception

Site rental fee _____
Food / service tax and gratuity _____
Cake / cutting fee _____
Groom's cake _____
Cake knife / server _____
Toasting glasses _____
Beverages _____
Favors _____
Decorations besides flowers _____
Rental items (tables, chairs,
linen, china, etc.) _____
Band or DJ _____
Other _____

Photography

Engagement photo _____
Formal portrait _____
Wedding album and photos _____
Parents' albums _____
Extra prints _____
Photographer's fee _____
Other _____

Videography

Ceremony _____
Reception _____
Extra copies of video _____
Other _____

Flowers

Ceremony

Alter / church _____
Pew markers _____
Bride's bouquet _____
Bouquet preservation _____
Attendant's bouquets _____
Mothers', grandmothers'
corsages _____
Men's / ushers boutonnières _____
Flower girl basket _____

Reception

Cake table _____
Buffet table _____
Head table _____
Centerpieces _____
Decorating _____
Going away corsage _____

Helpers (total):

Wedding coordinator _____
Cake cutting / gift table attendants _____
Guest book attendant _____
Officiant _____
Soloists / musicians _____

Other

Honeymoon Expenses

Transportation _____
Accommodations _____
Bride's apparel _____
Groom's apparel _____
Daily budget _____

— Notes —

COMPARE RECEPTION VENUES

Where to hold your reception is one of the most complex decisions to make. Use this comparison chart to help you decide what your priorities are, and how the cost will enter into your overall plan.

Amenities Available	1:	2:	3:
Formal / informal decor			
In-place decorations			
Decorating restrictions			
Private room / single party			
Distance from ceremony			
Disabled access			
Capacity			
Air conditioned			
Dance floor / stage			
Sound system / piano			
Receiving line area			
Head table			
# of guest tables / chairs			
Guest book table			
Gift table			
Cake table			
Linens			
China, flatware			
Stemware / glassware			
Wedding coordinator			
Catering service			
Wait staff			
Bar / bartender			
Champagne cost			
Corkage fee			
Cake cutting charge			
Clean-up charge			
Adequate / or valet parking			
Other			
Head count deadline			
Hours available			
Early set-up availability			
Taxes and gratuity			
Deposit amount			
Deposit deadline			
Final payment deadline			
EST. COST TO BUDGET			

YOUR CEREMONY DETAILS

Details of your ceremony will express who you are. Use this page to record all of your vendors you have selected to make your ceremony the one of your dreams.

Date _____ Time _____ Location _____

Officiant _____ Officiant fee _____

Address _____ Phone _____

Rehearsal date _____ Rehearsal time _____

Rehearsal dinner location _____ Reservation time _____

Number of guests _____

Site requirements _____

Seating capacity _____

Site fee _____ Other fees _____

Services:

Photographer _____ Phone _____

Videographer _____ Phone _____

Florist _____ Phone _____

Decorator _____ Phone _____

Wedding coordinator _____ Phone _____

Transportation _____ Phone _____

Music:

Soloist _____ Phone _____

Soloist _____ Phone _____

Musician _____ Phone _____

Musician _____ Phone _____

Music Favorites _____

— Notes —

YOUR RECEPTION DETAILS

Use this page to record all of the vendors you have selected to help make your reception a party. It's your first celebration as husband and wife – so make it great.

Location _____ Seating capacity _____

Address _____ Phone _____

Manager _____

Rental cost _____ Deposit _____

Final payment due date _____ Equipment rental fee _____

Date / time room is available for decorating _____

Tables and chairs provided Yes No Amount needed _____

Tables or linens provided Yes No Amount needed _____

Cleanup requirements _____

Caterer _____ Phone _____

Meal description _____

Baker _____ Phone _____

Cake description _____

Music:

DJ / Band _____ Cost _____

Contact person _____ Phone _____

Arrival time _____ Hours of music _____

Songs:

Father / daughter dance _____ Mother / son dance _____

First dance _____ Parents' dance _____

Throwing bouquet _____ Garter toss _____

Wedding party dance _____ Dollar or traditional dance _____

Last dance _____ Other _____

— Notes —

THE WEDDING PARTY

Bride and groom should choose attendants six to nine months ahead. A formal wedding party consists of Best Man, Maid or Matron of Honor, Bridesmaids, Groomsmen, Ring Bearer, Flower Girl, and Ushers. Groomsmen may also serve as ushers. For a semi-formal wedding, choose two to six attendants each, and for an informal wedding, choose one honor attendant with one extra bridesmaid or groomsman.

— Bride's Attendants —

Name: _____

Address: _____

Phone: _____

E-mail: _____



Name: _____

Address: _____

Phone: _____

E-mail: _____



Name: _____

Address: _____

Phone: _____

E-mail: _____



Name: _____

Address: _____

Phone: _____

E-mail: _____



Name: _____

Address: _____

Phone: _____

E-mail: _____

— Groom's Attendants —

Name: _____

Address: _____

Phone: _____

E-mail: _____



Name: _____

Address: _____

Phone: _____

E-mail: _____



Name: _____

Address: _____

Phone: _____

E-mail: _____



Name: _____

Address: _____

Phone: _____

E-mail: _____



Name: _____

Address: _____

Phone: _____

E-mail: _____

PHOTOGRAPHY CHECKLIST

Bride's Photos

- Full Length
- Back of dress
- Bouquet
- With both parents
- With parents separately
- With grandparents
- With siblings
- With maid / matron of honor
- With all attendants
- With groomsmen
- With flower girl and ring bearer

Pre-Wedding

- Bride getting ready
- Bride putting on veil
- Candid shots of bride preparing
- Groom getting ready
- Attendants getting ready
- Front of ceremony location
- Guests arriving and being seated

Groom's Photos

- Full length
- With both parents
- With parents separately
- With grandparents
- With siblings
- With best man
- With all attendants
- With bridesmaids

Bride and Groom Photos

- Bride and groom together
- With each set of parents
- With entire wedding party
- Close-up of hands displaying rings
- Signing the marriage certificate

Ceremony

- Musicians
- Attendants waiting to enter
- Parents being seated
- Candids of parents
- Attendants walking down aisle
- Child attendants walking down aisle
- Groom coming down the aisle
- Clergy, groom and best man at altar
- Bride and father walking down aisle
- Father giving bride's hand to groom
- Vow exchange
- Soloist
- Ring ceremony

- Candids of bride's / groom's faces
- Unity candle ceremony
- Groom kissing the bride

Recessional

- Guests throwing rice, petals, etc.

Reception

- Guests signing guest book
- Place cards
- Centerpieces, place settings
- Plated meals, favors
- Bride and groom listening to toasts
- Candids throughout room
- Bride and groom first dance
- Bride and father dance
- Groom and mother dance
- Guests dancing
- Cake, cake table
- Cake cutting
- Couple feeding each other cake
- Bouquet toss
- Garter removal and toss
- Sweetheart dance
- Going away vehicle
- Newlyweds departing

Slide Show Checklist

- Bride / groom as babies
- Bride / groom in childhood
- Wedding photos of parents
- Early days as couple
- Bachelor / bachelorette parties
- Other _____

Videography Checklist

- Bride leaving home
- Guests arriving at ceremony
- Wedding party preparing
- Ceremony
- Guests leaving
- Guests arriving reception
- Announcing of newlyweds and party
- Toasts
- First dance
- Guests dancing
- Cake cutting
- Bouquet and garter toss
- Bride and groom with individual guests
- Bride and groom leaving
- Other _____

DAY BEFORE AND DAY OF WEDDING

The hours just before your wedding will be filled with last minute details. Use this convenient day planner and the Wedding Day Checklist to get your time organized, assemble necessary items, and to tie up all loose ends. That way you will remain calm and confident that everything is under control for your big day.

— The Day Before —

6:00 am: _____

7:00 am: _____

8:00 am: _____

9:00 am: _____

10:00 am: _____

11:00 am: _____

NOON: _____

1:00 pm: _____

2:00 pm: _____

3:00 pm: _____

4:00 pm: _____

5:00 pm: _____

6:00 pm: _____

7:00 pm: _____

8:00 pm: _____

9:00 pm: _____

10:00 pm: _____

11:00 pm: _____

MIDNIGHT: _____

— Wedding Day —

6:00 am: _____

7:00 am: _____

8:00 am: _____

9:00 am: _____

10:00 am: _____

11:00 am: _____

NOON: _____

1:00 pm: _____

2:00 pm: _____

3:00 pm: _____

4:00 pm: _____

5:00 pm: _____

6:00 pm: _____

7:00 pm: _____

8:00 pm: _____

9:00 pm: _____

10:00 pm: _____

11:00 pm: _____

MIDNIGHT: _____

WEDDING DAY CHECKLIST

Wedding Attire

Bride:

- Gown (be sure it is pressed)
- Headpiece and veil
- Lingerie (bra, bustier, slip, petticoat)
- Hosiery and garter
- Shoes
- Jewelry and accessories
- Wrap / jacket / gloves

Groom:

- Coat, shirt, vest, trousers
- Neckwear
- Cuff links
- Socks and shoes

Don't Forget

- Rings and marriage license
- Ring bearer's pillow / flower girl basket
- Wedding programs
- Cake knife and server, toasting glasses
- Favors
- Guest book and pen
- Unity candle
- To pay officiant and vendors
- Assign someone to collect / transport gifts

Wedding Day Emergency Kit

- Cell phone and phone numbers of wedding party and vendors
- Scotch tape (1 and 2 sided), plastic bags, super glue
- Sewing kit, safety pins, scissors
- Personal emergency kit (spare contact lenses, spot remover, tampons, breath mints, antacid, aspirin, allergy medication, small snack, bottled water)
- Hair care (dryer, brush, comb, rollers, bobby pins, spray)
- Nail polish (color for nails, clear to stop runs), polish remover, emery boards
- Makeup and hand mirror
- Skin care (moisturizers, lotions)
- Disposable wipes and tissues
- Toothpaste, mouthwash, deodorant
- Extra earring backs
- Extra stockings

- Portable iron or steamer, anti-cling spray, clothes brush or lint roller
- White tailor's chalk for gown fixes
- Toupee tape for fallen hems

Honeymoon Checklist

- Airline tickets (note flight number and departure / arrival times)
- Cruise tickets (note cabin number and departure / arrival times)
- Resort / Hotel (address, phone and confirmation numbers)
- Passports / Visas
- Digital camera
- Credit cards / travelers checks
- Medicines / prescriptions
- Extra contacts or glasses
- Toiletries
- Hair dryer
- Electrical plug adaptors
- Travel iron / steamer
- Travel clock / radio

When Updating Your Name

- Auto registration
- Bank and credit card accounts
- Car insurance
- Credit reporting agencies
- Deeds / titles
- Driver's license
- Employee records
- Investment accounts / stock certificates
- Life insurance
- Medical / dental records
- Memberships
- Passport
- Post Office
- Social Security
- Tax agencies (federal, state, local)
- Voter registration
- Wills / trusts

— Notes —

2013 CALENDAR

JANUARY 2013						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

FEBRUARY 2013						
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MARCH 2013						
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APRIL 2013						
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MAY 2013						
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JUNE 2013						
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JULY 2013						
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AUGUST 2013						
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SEPTEMBER 2013						
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OCTOBER 2013						
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NOVEMBER 2013						
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DECEMBER 2013						
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2014 CALENDAR

JANUARY 2014						
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FEBRUARY 2014						
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MARCH 2014						
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APRIL 2014						
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MAY 2014						
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JUNE 2014						
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JULY 2014						
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AUGUST 2014						
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SEPTEMBER 2014						
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OCTOBER 2014						
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NOVEMBER 2014						
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DECEMBER 2014						
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