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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 _____



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

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



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

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- 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 _____

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 _____

Notes



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H A I R S T Y L I S T

Name: _____

Notes: _____

Salon: _____

Phone: _____

Address: _____

Hours: _____

WWW: _____

Email: _____

Trial Appointment Date & Time: _____

Trial Fee: _____

I N S E R T P H O T O S from hair trial—front, back and side view

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W E D D I N G D A Y A P P O I N T M E N T

Location: _____

Notes: _____

Date & Time: _____

Estimated number of hours: _____

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Services included: _____

Total Cost of Service (including tip): _____

Overtime Rate: _____



MAKEUP ARTIST

Name: _____

Notes: _____

Salon: _____

Phone: _____

Address: _____

Hours: _____

WWW: _____

Email: _____

Trial Appointment Date & Time: _____

Trial Fee: _____

INSERT PHOTOS from makeup trial



LIST MAKEUP COLORS HERE:

Lipstick: _____ Eye Shadow: _____ Mascara: _____

Lip Liner: _____ Eye Shadow: _____ Blush: _____

Lip Gloss: _____ Eye Liner: _____ Foundation: _____

WEDDING DAY APPOINTMENT

Location: _____

Notes: _____

Date & Time: _____

Estimated number of hours: _____



Services included: _____

Total Cost of Service (including tip): _____

Overtime Rate: _____

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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: _____

Notes: _____

MY FAVORITE GOWNS :

Gown No. 1

Designer: _____
Style No./Name: _____ Price: _____
Description: _____

Gown No. 3

Designer: _____
Style No./Name: _____ Price: _____
Description: _____

Gown No. 2

Designer: _____
Style No./Name: _____ Price: _____
Description: _____

Gown No. 4

Designer: _____
Style No./Name: _____ Price: _____
Description: _____

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ACCESSORIES :

Shoes

Designer: _____
Style No./Name: _____
Size: _____ Price: _____
Description: _____

Veil

Designer: _____
Style No./Name: _____
Size: _____ Price: _____
Description: _____

Headpiece

Designer: _____
Style No./Name: _____
Size: _____ Price: _____
Description: _____

Gloves

Designer: _____
Style No./Name: _____
Size: _____ Price: _____
Description: _____

Wrap/Shawl

Designer: _____
Style No./Name: _____
Size: _____ Price: _____
Description: _____

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PURCHASED BRIDESMAID DRESSES FROM :

Store: _____
Salesperson: _____
Phone: _____
Email: _____
WWW: _____
Address: _____
Store hours: _____
Directions: _____

Notes: _____

DRESS DETAILS

Designer: _____
Style No./Name: _____
Color: _____
Description: _____

Total Cost: _____
Deposit: _____ Date Paid: _____
Balance: _____ Date Paid: _____
Order Date: _____ Delivery Date: _____
Delivery/Pick-up Instructions: _____

SIZE / MEASUREMENTS

Bust: _____
Hips: _____
Size Ordered: _____

Waist: _____
Height or Outseam: _____

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ALTERATIONS

Seamstress: _____
Phone: _____
Email: _____
Address: _____

Fee: _____
Fitting Date: _____
Pick-up Date: _____

DRESS ACCESSORIES

Shoes

Designer: _____
Style No./Name: _____
Size: _____ Color: _____ Price: _____
Description: _____

Wrap/Shawl

Designer: _____
Style No./Name: _____
Size: _____ Color: _____ Price: _____
Description: _____

Handbag

Designer: _____
Style No./Name: _____
Size: _____ Color: _____ Price: _____
Description: _____

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: _____

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: _____

Handbag

Designer: _____
 Style No./Name: _____
 Size: _____ Color: _____ Price: _____
 Description: _____

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Name _____

Notes: _____

Total Cost: _____
 Order Date: _____ Delivery Date: _____
 Delivery/Pick-up Instructions: _____

Date: _____
 Date: _____
 Date: _____
 Date: _____
 Date: _____
 Date: _____
 Date: _____
 Date: _____

Wrap/Shawl

Designer: _____
 Style No./Name: _____
 Size: _____ Color: _____ Price: _____
 Description: _____

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.

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

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Notes

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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					

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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					
MUSIC					
Ceremony Musicians					
Cocktail Hour Music					
Reception Music					
STATIONERY					
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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Notes

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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					
F L O W E R S & D É C O R					
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					



Notes



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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					
GIFT & FAVORS					
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					
HONEYMOON					
Airfare					
Hotel Accommodations					
Meals					
Activities (golf, theatre, spa, etc...)					

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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.3: _____
Contact: _____
Phone: _____
Email: _____
Address: _____

WWW: _____
Discount Code: _____

Hotel No.2: _____
Contact: _____
Phone: _____
Email: _____
Address: _____

WWW: _____
Discount Code: _____

Hotel No.4: _____
Contact: _____
Phone: _____
Email: _____
Address: _____

WWW: _____
Discount Code: _____

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: _____

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: _____

Travel Agent/Wedding Coordinator: _____
Phone: _____
Cell Phone: _____
Fax: _____
Email: _____
WWW: _____

Notes

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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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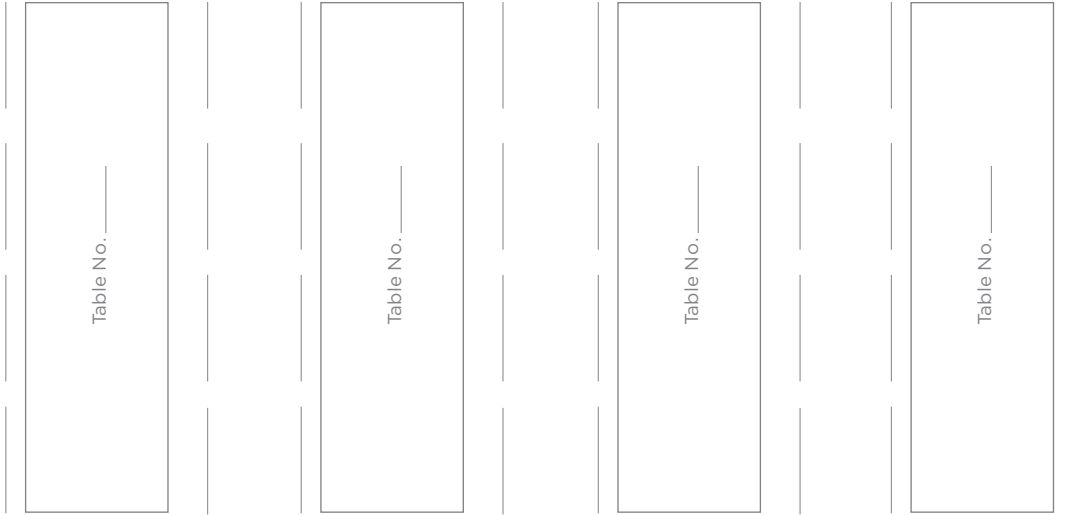
FOR THE BRIDESMAIDS

- 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

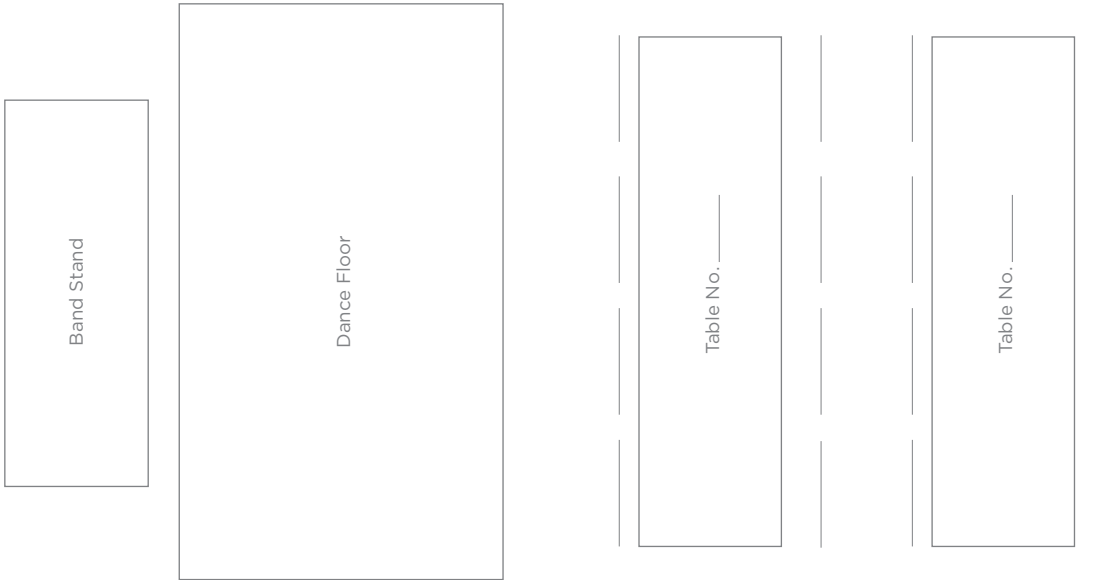
FOR THE GROOM & GROOMSMEN

- 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

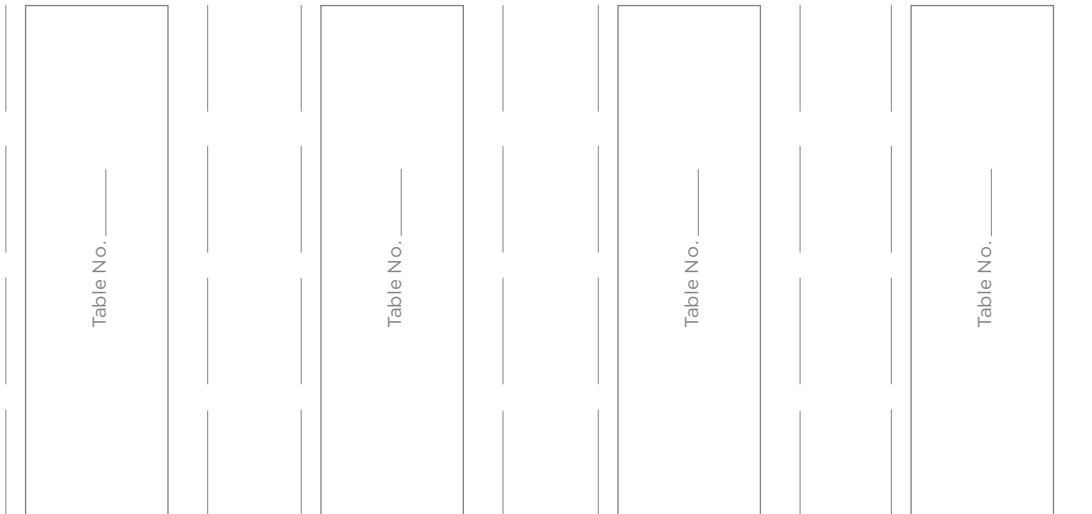
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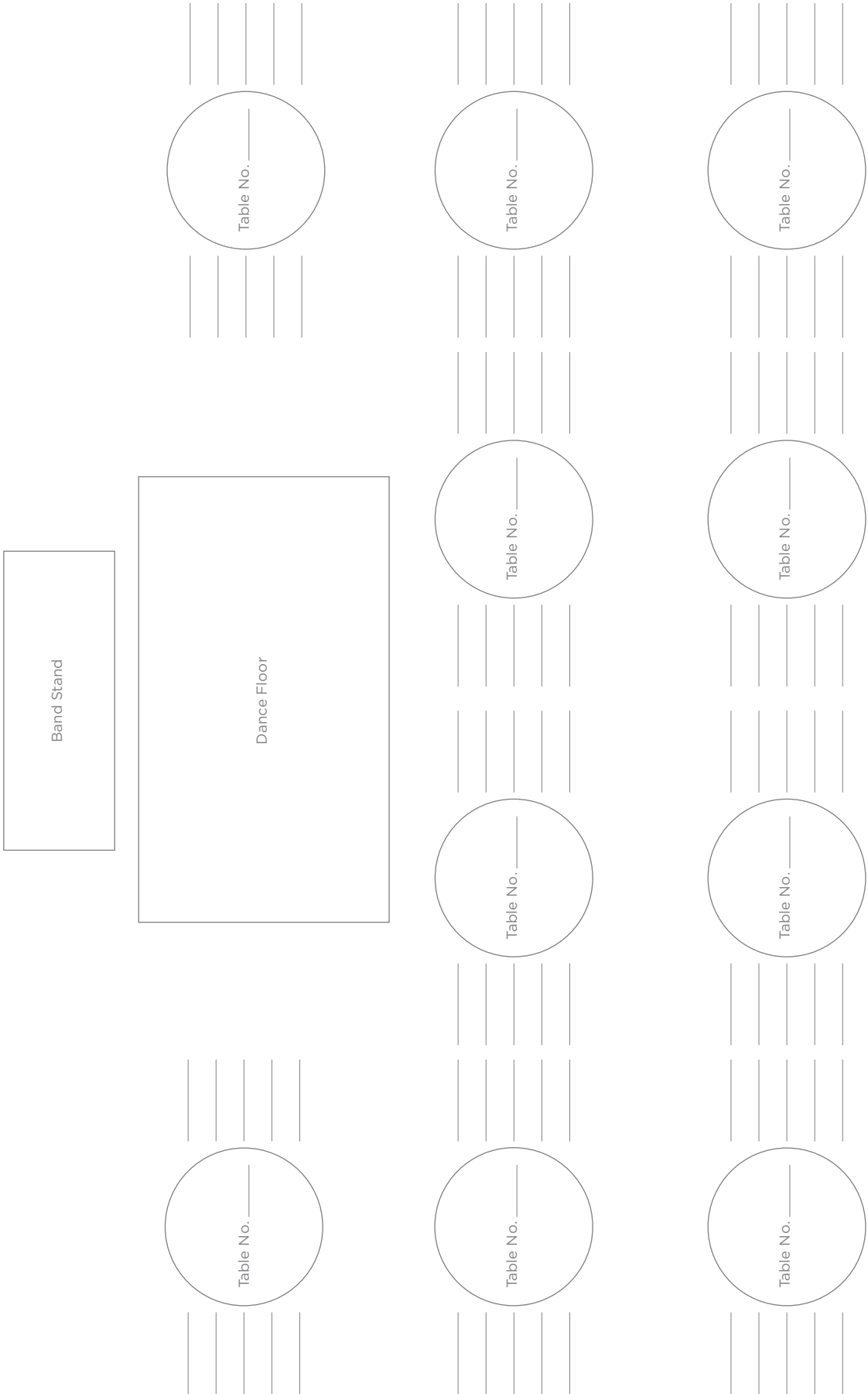
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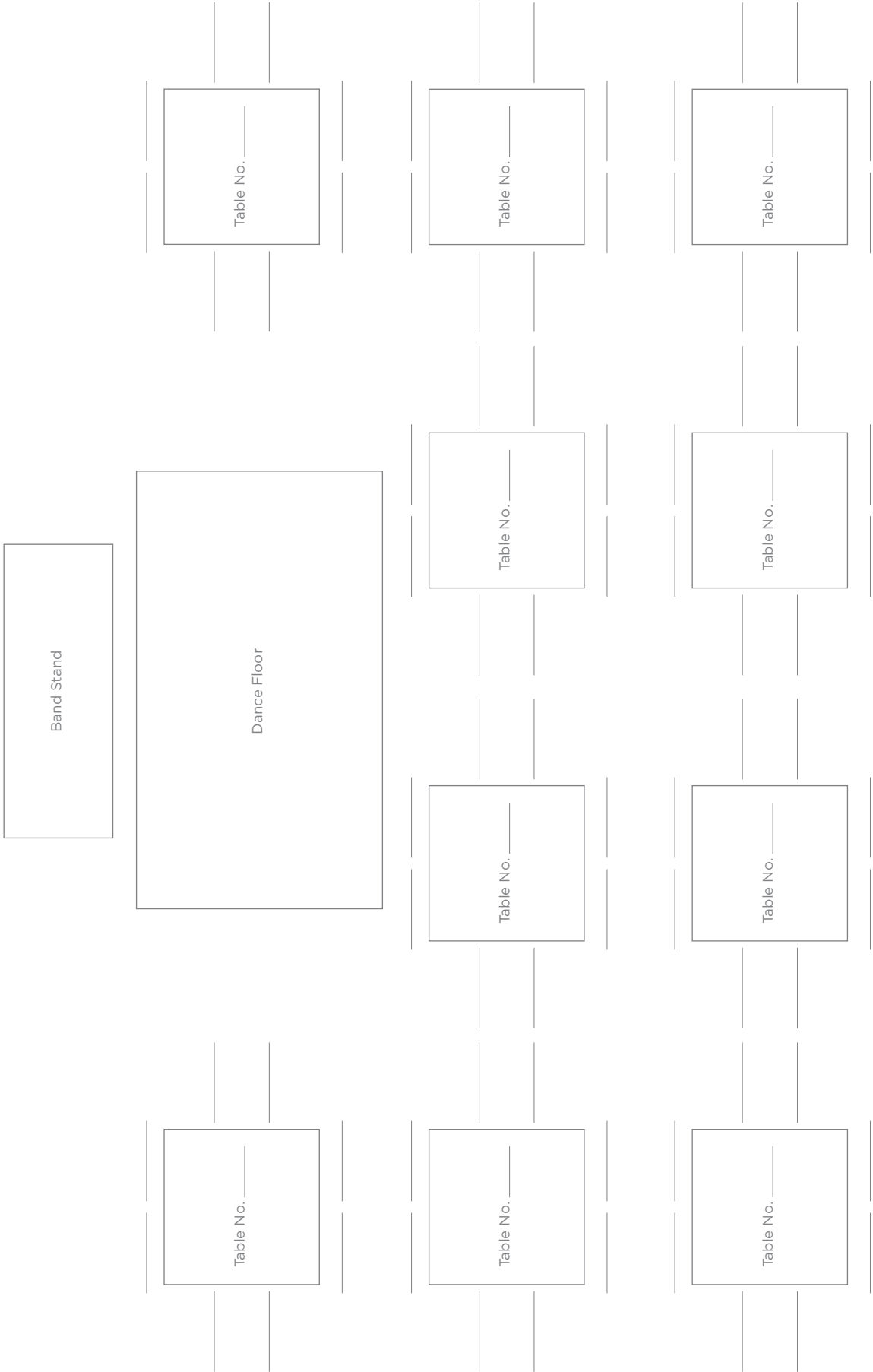
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Company: _____
 WWW: _____
 Contact: _____
 Phone: _____
 Fax: _____
 Email: _____
 Address: _____

Notes: _____

PERSONAL FLOWERS

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

CEREMONY DÉCOR

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

RECEPTION DÉCOR

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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: _____

Name _____

Notes: _____

Package Name: _____
 Tuxedo Style & Color: _____

 Designer: _____
 Cost: _____
 Order Date: _____
 Deposit Paid: _____ Date Paid: _____
 Balance Due: _____ Date Paid: _____

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: _____

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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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PURCHASED/RENTED TUXEDO FROM:

Store: _____
 Salesperson: _____
 Phone: _____
 Email: _____
 WWW: _____
 Address: _____
 Store hours: _____
 Directions: _____

Notes: _____

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: _____
 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: _____
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 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: _____

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: _____

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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

BRIDAL PARTY SONG SUGGESTIONS

Song

Artist



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: _____
Address: _____
Store hours: _____
Directions: _____

Notes: _____

Store: _____
Contact: _____
Phone: _____
Email: _____
WWW: _____
Address: _____
Store hours: _____
Directions: _____

Notes: _____

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Store: _____
Contact: _____
Phone: _____
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Address: _____
Store hours: _____
Directions: _____

Notes: _____

Store: _____
Contact: _____
Phone: _____
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WWW: _____
Address: _____
Store hours: _____
Directions: _____

Notes: _____

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Store: _____
Contact: _____
Phone: _____
Email: _____
WWW: _____
Address: _____
Store hours: _____
Directions: _____

Notes: _____

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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: _____
 Email: _____
 Fax: _____
 Address: _____
 WWW: _____

Lighting Company: _____
 Contact: _____
 Phone: _____
 Email: _____
 Fax: _____
 Address: _____
 WWW: _____

Notes: _____

Notes: _____

Notes: _____

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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 _____

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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: _____
 Pattern: _____ Style No.: _____ Quantity: _____
 Pattern: _____ Style No.: _____ Quantity: _____
 Pattern: _____ Style No.: _____ Quantity: _____
 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: _____
 Pattern: _____ Style No.: _____ Quantity: _____
 Pattern: _____ Style No.: _____ Quantity: _____
 Pattern: _____ Style No.: _____ Quantity: _____
 Pattern: _____ Style No.: _____ Quantity: _____
 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: _____
 Style No.: _____ Quantity: _____
 Style No.: _____ Quantity: _____
 Style No.: _____ Quantity: _____
 Style No.: _____ Quantity: _____
 Style No.: _____ Quantity: _____
 Style No.: _____ Quantity: _____
 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: _____
 Style No.: _____ Size: _____ Color: _____
 Style No.: _____ Size: _____ Color: _____
 Style No.: _____ Size: _____ Color: _____
 Style No.: _____ Size: _____ Color: _____
 Style No.: _____ Size: _____ Color: _____
 Style No.: _____ Size: _____ Color: _____
 Style No.: _____ Size: _____ Color: _____
 Style No.: _____ Size: _____ Color: _____
 Style No.: _____ Size: _____ Color: _____

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Service Trays:

- Round Style No.: _____ Quantity: _____
- Oval Style No.: _____ Quantity: _____
- Square Style No.: _____ Quantity: _____
- Rectangular Style No.: _____ Quantity: _____
- Tray Stands Style No.: _____ Quantity: _____

Serving Pieces:

- Chafing Dishes Style No.: _____ Quantity: _____
- Coffee Pot Style No.: _____ Quantity: _____
- Coffee Urn Style No.: _____ Quantity: _____
- Creamer and Sugar Sets Style No.: _____ Quantity: _____
- Platters Style No.: _____ Quantity: _____
- Salt and Pepper Shakers Style No.: _____ Quantity: _____
- Serving Bowls Style No.: _____ Quantity: _____
- Tea Service Style No.: _____ Quantity: _____
- Water Pitchers Style No.: _____ Quantity: _____
- Wine Carafes Style No.: _____ Quantity: _____

Other:

- Dance Floor Style No.: _____ Size: _____
- Candle Holders Style No.: _____ Quantity: _____
- Portable Toilets Style No.: _____ Quantity: _____
- Candelabras Style No.: _____ Quantity: _____
- _____ Style No.: _____ Quantity: _____
- _____ Style No.: _____ Quantity: _____
- _____ Style No.: _____ Quantity: _____
- _____ Style No.: _____ Quantity: _____
- _____ 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: _____
 Email: _____
 Fax: _____
 Address: _____
 WWW: _____

Notes: _____

BRIDE & FATHER OF THE BRIDE

Type of Car:

- Classic Car Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Limousine Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Town Car Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Horse & Carriage Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Other _____ Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- 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:

- Limousine Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Town Car Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Van Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Chartered Bus Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Other _____ Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- 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:

- Van Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Chartered Bus Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Rented Trolley Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- Other _____ Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- 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: _____



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: _____
 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: _____

Notes: _____

A I R L I N E

Carrier: _____
 Contact Person: _____
 Email: _____
 Phone number: _____
 WWW: _____
 Arriving Airport: _____
 Reservation Deadline: _____
 Reservations Phone Number: _____
 Reservation Code: _____
 Confirmation Number: _____

Notes: _____

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

Company: _____
 Contact Person: _____
 Phone: _____
 Email: _____
 WWW: _____
 Pick-up Location/Time: _____
 Drop off Location: _____
 Reservation deadline: _____
 Confirmation Number: _____

Notes: _____



+

CATERER

Company: _____

Place company's business card here:

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Notes: _____

+

+



CEREMONY LOCATION

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

A series of horizontal lines for taking notes.



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PHOTOGRAPHER

Company: _____

Place company's business card here:

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

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: _____



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: _____





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: _____

G O W N O R D E R

Designer: _____
 Fabric: _____
 Size ordered: _____
 Price: _____
 Expected delivery date: _____

Style No./Name: _____
 Color: _____
 Special requests: _____

A C C E S S O R I E S O R D E R

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: _____

F I T T I N G S C H E D U L E

Seamstress: _____
 Date & Time: _____
 Date & Time: _____
 Date & Time: _____

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HOST LINE: _____

REQUEST LINE: _____

BRIDE'S & GROOM'S NAMES: _____

WEDDING DATE & 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 _____	_____



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 _____	_____

