



*Worksheets*



## Wedding Planning Timeline

Wedding planning will put your organizational skills to the test. You will likely spend over 250 hours on the phone, visiting with vendors and brainstorming. This can be lots of fun! This approximate timeline will help you get started.

### 12 Months or More

- Select a wedding date and time
- Decide the size and formality
- Announce engagement
- Agree on a preliminary budget
- Decide on expenses sharing
- Schedule appt. with Officiant
- Start your wedding guest list
- Select your reception location

### 9-12 Months Before

- Choose bridal attendants
- Choose your color schemes
- Engagement photos taken
- Select your videographer
- Select tuxedos
- Select your florist
- Select professional caterer
- Select any musicians
- Shop for wedding rings

### 6-9 Months Before

- Select your dress and headpiece
- Select bridesmaids' dresses
- Plan your reception
- Choose honeymoon destination
- Meet with your reception MC

### 4-6 Months Before

- Check into marriage license
- Meet with the florist/decorator
- Reserve any rental equipment
- Order invitations and stationary
- Select transportation services
- Reserve hotel rooms for guests
- Select wedding cake

### 2-4 Months Before

- Research ceremony readings
- Decide upon a gift registry
- Make music selections

### 2-4 Months Before

- Order favors and decorations
- Help mothers with clothing
- Review vendor contracts
- Announcement in newspaper
- Arrange the rehearsal dinner
- Purchase your accessories
- Select gifts for attendants
- Finalize order with florist
- Preliminary hair and makeup

### 1-2 Months Before

- Mail out invitations
- Finalize details
- Buy marriage license
- Final dress fittings
- Select ceremony accessories:  
candle, ring pillow, guest book
- Select personal accessories:  
purse, garter, toasting flutes
- Make salon appointments

### 2 Weeks Before

- Finalize with entertainers
- Provide music you want
- Pick up your wedding rings
- Check fit and engravings
- Finalize guest count
- Change of name and address

### 1 Week Before

- Men pick up formal wear
- Prepare seating arrangements
- Verify marriage license is in order
- Confirm honeymoon reservations
- Inform caterer total guest count
- Finalize transportation
- Vendor payments to best man
- Confirm hotel/travel plans
- Confirm details with florist

### 1 Day Before

- Pack the bridal emergency bag
- Wedding rehearsal and dinner
- Exchange gifts with your fiancé
- Get a good night's rest

### Day of Wedding

- Have a nice relaxed breakfast
- Allow two hours or more to dress
- Allow time for makeup and hair
- Photographs before ceremony
- Get rings and marriage license
- Relax and enjoy your special day

### 12 Months (Groom)

- Select and purchase bride's rings
- Discuss of financial obligations  
with fiancé and parents
- Decide budget, date guest count
- Choose and secure reception

### 6-9 Months (Groom)

- Make reservations for honeymoon
- Arrangements for out-of-town guests
- Arrange bridal party transportation
- Choose best man and attendants

### 1-2 Months (Groom)

- Set a date to get marriage license
- Confirm rehearsal dinner reservations
- Help fiancé address invitations

### 1 Week (Groom)

- Confirm time/place of rehearsal  
and dinner with attendants
- Pick up engraved rings

### Wedding Day (Groom)

- Pick up formal wear
- Relax and enjoy the day

## Who Foots the Bill?

There are no longer any rules about who pays for what. Once you have established a realistic budget you need to determine who will be responsible. For those interested in traditional guidelines, the following list will be helpful.

### The Bride

- Gifts for the maid of honor, bridesmaids and any junior attendants
- Lodging for out-of-town attendants
- Personal stationery
- The groom's wedding gift
- The groom's wedding ring
- The bridesmaids' party or luncheon
- Physical examination

### The Bride's Family

- Engagement party
- Invitations, announcements, thank you notes and postage
- The bride's wedding dress, veil and accessories
- Bouquets for the bridesmaids and flower girl
- All photography
- Ceremony and reception music
- Wedding cake
- Transportation for the wedding party
- Wedding gift and guest books
- Fees and gratuities for ceremony site
- Rental fee for aisle carpet, ribbons, canopy, tent or other accessories
- All of the reception expenses

### The Groom

- Gifts for best man and groomsmen
- Lodging for out-of-town attendants
- The bride's wedding gift
- The bride's wedding ring
- The marriage license
- Bridal bouquet and going-away corsage
- Boutonnieres for all men in wedding
- Mothers' and grandmothers' corsages
- Officiant's fee
- Honeymoon
- Physical examination

### The Groom's Family

- Wedding gift for the newlyweds
- Travel expenses and hotel bills
- All of the rehearsal dinner costs
- Shipment of wedding gifts to the bridal couple's new home.

### The Attendants

- Travel expenses and lodging
- Wedding attire
- Wedding gift for the couple
- Pre-wedding parties or other entertainment for bride or groom

### NOTES

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## Your Wedding Budget Worksheet

	PRIORITIES	BUDGET	QUOTE	ACTUAL	
Rings	Engagement ring				
	Bride's wedding band				
	Groom's wedding band				
Attire	Wedding dress				
	Headpiece and veil				
	Shoes				
	Accessories				
	Undergarments				
	Alterations				
	Attendants' dresses				
	Tuxedo rental				
	Other				
	Stationary	Invitations			
		Reception cards			
		Reply cards			
Programs					
Maps					
Calligraphy					
Thank you notes					
Postage					
Wedding	Church/synagogue fees				
	Officiant				
	Accompanists, soloists				
	Special equipment				
	Decorations				
	Aisle runner				
	Transportation				
	Other				
Flowers	Ceremony arrangements				
	Bride's bouquet				
	Bridesmaids' bouquets				
	Boutonnieres				
	Corsages				
	Reception arrangements				
Images	Photography				
	Videography				
	Prints				
	Albums				
	Duplications				

Use this worksheet to estimate and track your budget.

	PRIORITIES	BUDGET	QUOTE	ACTUAL
◀ Ceremony	Rental of facility			
	Food/caterer			
	Drinks/bartender			
	Wedding cake			
	Groom's cake			
	Decorations			
	Musical entertainment			
	Linens			
	Rental items			
	Gratuities			
	Limousine, carriage			
	Parking, valet			
	Other			
◀ Gifts	Bride's attendants			
	Cake cutting attendant			
	Child attendants			
	Each other			
	Groomsmen & ushers			
	Guest book attendant			
	Parents			
◀ Miscellaneous	Pre-wedding parties			
	Bubbles or confetti packets			
	Guest book and pen			
	Card repository			
	Toasting glasses			
	Garter and tossing bouquet			
	Guest favors			
	Wedding cameras			
	Security			
	Interpreter			
	Planner or consultant			
◀ Travel	Transportation			
	Accommodations			
	Spending money			
	Passport			
◀ Other				

## Ceremony Details

Date	Time
Location	Phone
Address	Appointment
Officiant(s)	Phone
Rehearsal Time	Fee

Does the facility provide	Ceremony music selections
Aisle Runner	Prelude
Canopy	Processional
Candles	Incidental
Knee Cushions	Recessional
Birdseed/Bubbles	Postlude
Dressing Rooms	Other

Bride's family seating	Groom's family seating
Pew 1	Pew 1
Pew 2	Pew 2
Pew 3	Pew 3
Pew 4	Pew 4
Pew 5	Pew 5

### NOTES

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### Tips on writing your vows

Many traditional ceremonies follow the guidelines set by a religion or church. Most allow some flexibility in choosing verses and text that express your personal feelings. Look to your officiant to inform you of the options available. If your church allows you to pen your own prose, your officiant can offer guidance and reference materials. Consider writing your own personal vows that reflect who you are and who you plan to become.

Write out your vows well in advance of the ceremony. While having the words memorized would be preferable, it's a good idea to have a copy with you for those last minute jitters.

## Reception Details

Date	Time
Reception Site	Phone
Address	Appointment
Food Service Time	Contact
Cost	Deposit
Other Fees	
Cancellation Terms	

### Does the facility provide or include

Catering Service	Servers (Qty.)
Liquor	Bartenders
Tables & Chairs	Linens
Table (Guest Book, Cake, Gifts)	Tableware (China, Stemware)
Dance Floor	Ample Power Outlets
Centerpieces	Access to Decorate
Adequate Parking	Valet Parking
Handicapped Access	Smoking/Non-Smoking
Clean-up	Taxes & Gratuity

### NOTES

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### Dinner/Reception Music

### Dance Music

Band/DJ	Band/DJ
Contact	Contact
Phone	Phone
Playing Time	Time
Types of Music	Types of Music
Cost/Deposit	Cost/Deposit

## Photographer Details

Photographer	Phone
Address	Appointment
Price	Contact
Package Description and Price	

### Bride

- Close-up and full-length solo
- With parents
- With mother/father
- With grandparents
- With brothers/sisters
- With maid of honor
- With bridesmaids
- With ring bearer, flower girl
- Putting on finishing touches
- Adjusting garter
- Tossing bouquet
- Hands with wedding rings
- Talking with guests
- During the first dance
- Cutting the cake
- Toasting
- In receiving line
- Grandparents or other special guests
- Signing marriage license
- In car, limo or carriage

### Groom

- Full-length and close-up solo
- With mother/father
- With parents
- With grandparents
- With brothers/sisters
- With best man
- With groomsmen
- Putting on finishing touches
- Groom waiting at the altar
- Tossing garter

### Ceremony and Reception

- Bride being given away
- Couple kneeling at altar
- Exchanging rings
- Exchanging vows
- Lighting unity candle
- Exchanging kiss
- Silhouette in church doorway
- Leaving the altar
- Leaving the reception

### Wedding Party

- With bride and with groom
- With couple during processional
- Outside church
- At the altar
- Getting bouquets or boutonnieres
- Dancing
- Bridesmaids walking down aisle
- Flower girl/ring bearer walking down
- Bride and father approaching altar
- Recessional

### Miscellaneous

- Ushers seating guests
- Ushers seating mothers
- Guests outside the church
- Best man toasting newlyweds
- Newlyweds toasting each other
- Cake and punch servers
- Musicians
- Newlywed's first dance
- Guests dancing
- Throwing birdseed/bubbles/balloons
- Couple alone with new stepchildren

## Floral Details

Florist Name	Phone
Appointment	Contact
Address	

## Wedding Party Flowers

Delivery Time		Where
Bride's Bouquet		Price
Floral Headpiece		Price
Toss Bouquet		Price
Maid/Matron of Honor Bouquet		Price
Bridesmaid's Bouquet	Qty.	Price
Flower Girl		Price
Floral Headpieces	Qty.	Price
Groom's Boutonniere		Price
Men's Boutonnieres	Qty.	Price
Women's Corsages	Qty.	Price

## Ceremony Site Flowers

Delivery Time		Where
Altar Flowers	Qty.	Price
Aisle/Pew Decorations	Qty.	Price
Other		Price

## Reception Flowers

Delivery Time		Where
Head Table	Qty.	Price
Guest Tables	Qty.	Price
Cake Table		Price
Buffet Table	Qty.	Price

## NOTES

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## Catering Details

Caterer	Phone
Appointment	Contact
Address	Service Date/Time
Cost/Person \$	x Guests = Total Cost \$

## Menu

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## Does Cost Cover or Include

All Equipment	Taxes/Gratuity
Set-up & Clean-up	Cake Cutting
Servers (how many)	China/Flatware

## Liquor

Supplier	Address
Phone	Contact
Pickup or Deliver	Ice
Open Bar from	to
Cash Bar from	to
Champagne for Toast	Wine(s) for Dinner

## Other Beverages

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## Cake Details

Designer/Bakery	Phone
Appointment	Contact
Address	Total Cost

## Wedding Cake(s)

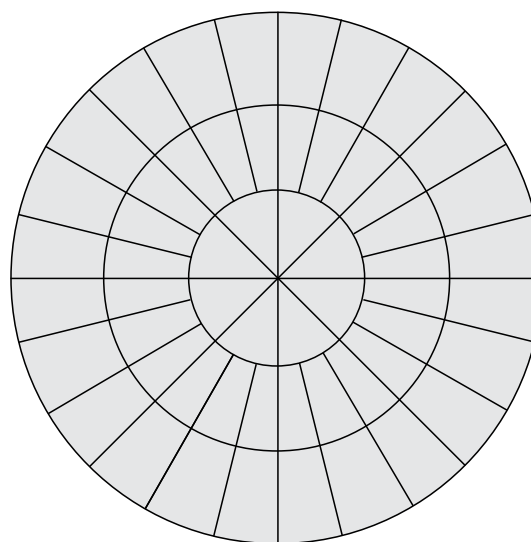
Servings/Persons	Number of Tiers
Shape	Sizes
Filling Flavor	Icing Type
Icing Color	Cake Top
Decoration Description	
Sheet Cakes	Delivery Time
Setup	
Cutting Instructions	

Always use a sharp, thin knife. The cuts should be made by first inserting the knife straight down into the cake, then by pulling the knife at an angle toward the outer edge. Before the next cut, wipe the knife clean with a damp cloth.

Cutting a tiered cake is challenging, but can be made simple by following the instructions and the diagram (see right). First, cut a circle 2 inches in from the outer edge, then cut 1 inch slices within that circle. Now move in another 2 inches, cut another circle, cut 1 inch slices, and so on until the entire tier is cut. The center core of each tier can be cut in halves, fourths, sixths, or eighths, depending on size.

Remember, the top layer is usually saved for your first anniversary. It is recommended the saved cake first be covered and frozen over night, anything non-ed-

ible removed, then sealed with plastic wrap in an airtight container and finally placed in the bottom of a chest freezer for best results.



Recommended serving diagram for a 12" tier. ▲

## Wedding Party Responsibilities

The wedding party can be large or small, but plan on one usher per fifty guests. Bridesmaids need a partner to walk down the aisle and to dance with at the reception. Once you decide who you want in your wedding party, ask them right away. Being part of a wedding is a large and expensive proposition. Give everyone time to plan, and in some cases save. Help cover any expenses you can.

### Maid/Matron of Honor

- Pays for her own wedding attire
- Helps the bride address and stuff invitations
- Records shower and wedding gifts
- Arranges a bridal shower with bridesmaids
- Helps the bride dress for the ceremony
- Signs the wedding certificate as a witness
- Helps arrange train and veil at the altar
- Holds the groom's ring and bride's bouquet
- Helps the bride change clothes after the reception
- Assists the bride with any additional planning

### Bridesmaids

- May need to pay for their own wedding attire
- Help organize and run the bridal shower
- Help the bride with her dress beforehand

### Best Man

- Rents or purchases his own formal wear
- Organizes the bachelor party/dinner
- Drives the groom to the ceremony
- Holds the bride's ring during the ceremony
- Signs the wedding certificate as a witness
- Gives payment check to the officiant
- Gives payments to vendors and service providers
- Returns the groom's attire (if rented)

### Ushers/Groomsman

- Rent or purchase their own formal wear
- Arrive at wedding location to assist with setup
- Help with miscellanies such as lighting candles, tying bows on reserved seats, etc.
- Escort guests and family to their seats
- Roll out aisle runner before the processional
- Straighten up and clean after the reception
- Help decorate the newlywed's car

### Kid's Stuff

You may ask any close children or young adults to be part of your wedding. Girls under eight are usually flower girls or train bearers; young boys are ring bearers or pages. Girls older than eight should generally be junior bridesmaids.

### Flower Girl

The flower girl is the last person down the aisle before you. Have her sprinkle fresh flower petals, toss paper petals or just carry a basket of flowers.

### Ring Bearer

The ring bearer precedes the flower girl in the procession. He carries the rings, which are displayed on a satin pillow and tied with ribbon.

### Father of the Bride

His role is to accompany you, walk you down the aisle, and "give you away."

### Mother of the Bride

During the actual ceremony, your mother is the last one seated before the processional begins and occupies a place of honor. Often, she will assist with your planning and:

- Work with your families to assemble a guest list
- Help address, stuff and mail invitations
- Help the attendants organize the bridal shower
- Coordinate her own attire with the mother of the groom
- Act as hostess at the reception

### The Groom's Parents

The groom's parents should be included in your planning. Traditionally, they host the rehearsal dinner and may share in the cost of the reception. During the ceremony, they also occupy a place of honor.

### Honorary Positions

You may choose to have others who are special to you participate.

- Bride's personal attendant
- Read scripture passages
- Serve as church greeters
- Guest book attendant
- Gift table attendant
- Distribute paper confetti bundles or balloons for post-ceremony release
- Serve cake, coffee or punch
- Transport gifts from the reception
- Decorate ceremony and reception locations