

Week 0 | Planning Week

Hello! Welcome to the GEG Wedding Planning Experience. My Goal for the next 35+ Weeks is to take you on a step-by-step Wedding Planning Adventure where we cover every detail and build you a comprehensive Wedding Day Plan. You will be able to relax and hand over your wedding binder to your set up crew, knowing everything is in order.

I am thrilled to have you joining us. This Action Plan Guide is meant to help you walk through the GEG Experience Step by Step and cover every detail. You can choose to print this guide and put it in your binder or keep this digital copy on your desktop. Either way you can access it while you're planning.



Each Action Step is designed to fill one BLOCK of time while you're planning your wedding. Each Planning Block is approximately one hour of time. You can have multiple Planning Blocks in your day to achieve optimum planning.

Action Plan | What to DO THIS WEEKEND

This first week is what I call Planning Week, or 0 Week where we all get rolling. You'll want to make sure you're in every loop, so you have a full Experience.

1- The I'm Engaged ECourse

This would be a FANTASTIC time to watch and walk through the [FREE I'm Engaged ECourse!](#) If you haven't already, head that way now!

2- The Project Block System ECourse

This ECourse used to be over on Teachable for many years. For various reasons, I migrated off that platform and onto YouTube. This is where you will find my video lectures with coordinating assignments each week. These are the assignments we will work through together. Now that they're on YouTube, they're entirely FREE to watch.

3- Print your Project Block Workbook & Binder

Print your [Project Block Workbook](#) and get yourself a binder. Buy [the GEG TEAM Binder on Etsy](#) Or, snag the beautiful GEG Binder if you want to save on ink 😊 [GEG TEAM BINDER](#)

4- Email Series

In addition to the Blog, which you can navigate on your own, I have built an Email Series that tags along with the Experience Structure. This way, you're getting reminders on a weekly schedule to stay on pace. These Email will hit your inbox on a schedule of every 7 days from when you initially sign up. [Sign Up for this Email Series](#) so you're in on as many loops as possible for a successful Wedding Experience.

5- Get into Uniform!

Next, we'll be building our binders. You will need a 1" {or bigger} 3-ring binder and 8 divider tabs. So, if you must go wedding shopping this weekend... there's your excuse! ;) It is officially time to build your Wedding Back Office and suit up in your Wedding Planning Uniform as we're full speed ahead! Grab all of your ["School Supplies" and Back Office Supply List](#) then [Get into Uniform!](#)

Week 1 | Intro Week

This week is officially known as Intro Week. We're going to spend just a few days talking about what The Project Block System is, and how this whole thing works before we jump into it.

Action Plan | Get Familiar

I'll be taking you on a tour of The Project Block System and helping you get all the resources you need to be successful.

Over the next 3 days, or all on the same day, you'll go on a "Tour" through about The Project Block System. I want you to know where it came from, why I built it and why IT WORKS! Your first post for the Tour should be read on

1- Here Comes the Tour...

This first Post is a review on The Project Block System. You obviously already know what it is since you're here, but you may not have read this page for a long time. This is a refresher and a reminder.

Re-Read all you need to know about The Project Block System and then ask me here in the comments any questions you still have before we start next week.

READ | [The Project Block System](#) WATCH | [Welcome to My Office](#)

2- Next on the Tour...

Next, on the Tour, I'm covering or reiterating How to USE The Project Block System.

This is the "big deal" we're all here to learn about and go through. You're all going to go through the ECourse WITH ME over the next few weeks, which is a HUGE Deal.

This next post explains a situation I'm sure you all know too well from a friend's wedding you helped with in the past. It then explains how my Brides are using the System and Workbook to solve this common problem.

This is the "Big Picture" post we could say. This is the process that I'm going to help you get through every week so that YOU don't have a nightmare story to tell, but instead one of smooth, efficient and relaxing wedding planning. Here is the link to read how your Project Block Workbook will be used to eliminate common problems once it is completed:

WATCH: [Getting Behind the Pretty](#) & [Aunt Chris- Favorite Stories](#)

READ: [How to Style Your Wedding Using The Project Block Workbook](#)

3- And Finally, The Action Plan...

The Project Block System consists of 2 major pieces: YouTube Videos + Blog Posts and The Project Block Workbook. The two pieces work together to bring you a successful Wedding Planning Experience. The opposite of that horror story in the last post.

At the end of this Experience, you can consider yourself a Wedding Planning "Graduate" because I choose to run this whole Experience like it is a college class; Remember I was an Educator after all.

Piece 1: YouTube Videos = Walk you through each Wedding Planning Lesson like a Wedding Professor giving an Educational Lecture.



Piece 2: The Project Block Workbook = Your Textbook AND Homework Worksheets where you apply your learning.

You'll want to [BOOKMARK THIS POST](#) on your desktop or laptop for the remaining weeks. This post is meant to be your fastest reference for Project Block Content you want to read. Throughout the Experience I'll add links AFTER we cover them so that you do not feel tempted to read ahead and risk overwhelm.

This is our Action Plan so to speak and how we're going to conquer your Wedding Planning step by step, getting us Behind the Pretty. It is the digital version of this Guidebook.

Extended Office Hours:

I also want you to feel free to contact me as much as possible throughout the entire Experience. Here is a page for my direct email inbox that is only connected to THIS Team, so your emails won't be lost:

[Contact Me Page](#)

Week 1 | Day 7



Progress Check

Great work Team! These last 14 Days have probably been overwhelming with a lot of information. You may not be completely transitioned yet into building your At Home Wedding Back Office and that's okay. You still have time. And yes, next week I'm walking you through how to set up your Wedding Planning Headquarters, or HQ at home so you have a designated spot to start putting your plan into action.

Wedding Planning Binder: I bet you have one already or at least some sort of organizer you're using. Next week we're going to talk about building a separate, TEAM Binder where you'll keep your Project Block Workbook, and everything related to GEG. I do recommend keeping all my stuff separate from your other wedding binder {if you're using a store-bought one} so that you can quickly organize it all.

In your GEG Binder there will be a section or Tab for CHECKLISTS. You'll get more of these as the weeks go, but here is the first one. I'll post a Progress Check blog post that will recap everything we did this week. This post is password protected and only Teammates can access it.

The Password is: [TEAMEX21](#)

In this post, you'll be able to review everything from the week and print out a Binder Checklist at the very bottom. This way I know you're staying on track!

Week 2 | Jump Start Week

And Away We Go! Jump Start Week is designed to give you your best chance for success before we really start Wedding Planning. I'm going to cover some basics about setting up your own "At-Home Wedding Classroom" or Back Office where you'll keep all your Wedding Planning and STUFF as it begins to come into your home. Make sure you have all your "School Supplies" I shared about in the Back-Office Post last week.

Action Plan | Set up Shop

1. Your Home Wedding Headquarters and Binder Building
2. The I'm Engaged ECourse & Following Up
3. Becoming a Money Savvy Bride & Setting up your Budget



Week 2 | Day 1 Initiation Homework

Today is officially DAY 1 of Jump Start Week and there are 7 days total. So, there will be one assignment a day. Each will be themed around your **Team Initiation**. What does that mean? Essentially getting ready to start full blown wedding planning in your house and getting into serious team strategy. You could say the past week was for tryouts and now you're ready to start practices. This week would be considered daily doubles...

Here are the Team Initiation Assignment post and Videos. This is a BIG day not to miss. Read the blog post for Initiation and know we're working through it together, day by day for the next 7 days.

Day 1 | Action Plan

The only thing you must do tonight is print your binder pages, print your calendar & checklist and put them all together in your binder. That's it. To complete Day 1 you only need to build.

- ☐ [READ & BEGIN: Team Initiation](#)

[WATCH the Videos: Build your Wedding Planning Binder](#)

- ☐ **VIDEO 1: Building your Wedding Planning Binder**
 - This first video is nice and short at only about 2 minutes. I'm showing you how to make your binder tabs and where to put your Tab Cover Pages. On these pages is where you'll find this week's assignments mentioned in the Team Initiation Post.
- ☐ **VIDEO 2: Getting Started with your Binder**
 - Now this is the BIG Video you'll want to listen to closely. In this video I will explain the Initiation Assignments a little more. I also talk about the "Clipboard Worksheets" which are in your Teachable ECourse Lecture to download.

Week 2 | Day 2 Initiation Homework

Today is Day 2 of Jump Start Week which means it is time to start collecting a few addresses for your Guest List. You probably have a lot already they just might not all be on your spreadsheet yet. Take some time to message you're A-List guests **only** and ask for addresses you do not have.

Next, to complete your homework for today. All you need to do is go through your printed out Wedding Planning Checklist {behind Tab 1} and check off items you have done already or completely cross out items that do not pertain to your wedding at all.

Day 2 | Action Plan

- ☐ Add all Addresses to the Guest List Excel Spreadsheet
- ☐ Ask 10 A-List Guests for addresses {they can get back to you later this week}
- ☐ Complete Checklist Assignment 1 on the Binder Tabs

Week 2 | Day 3 Initiation Homework

Welcome to Day 3 of Jump Start Week! I hope you're hanging in there and taking one day at a time! To complete Day 3 finish Guest List Assignment 1 listed on the Binder Tabs. The Guest List Excel Spreadsheet is accessible through its own Mini ECourse that you were introduced to through the I'm Engaged ECourse.

Day 3 | Action Plan

- ☐ Complete Guestlist Section Assignment 1
 - o [Here is the Mini-Series again that includes videos for each assignment](#)
This is the same exact Assignment I give you in Day 4 of the I'm Engaged ECourse

Week 2 | Day 4 Initiation Homework

Today is a BIG Day for your Wedding Guest List. Your assignment today is to begin or complete Guest List Assignments 2-4. These assignments walk you through fine tuning your Guest List so that it is ready for a mail merge. These assignments also take you to the second sheet of the Guest List Excel which is where the guest list connects to your budget.

Day 4 | Action Plan

- ☐ **Guest List Assignment 2:** Goal = Bring attention to the little spending Red Flags. Assignment 2 is all about your budget and plugging in your spending, especially what you've already spent on Project Block Ingredients and your projected costs for Invitations. These amounts are the ones that tend to get away from us as we don't expect all the hidden costs.
 - o Read up on [How to Be a Money Savvy Bride](#).
- ☐ **Guest List Assignment 3:** Goal = Saving time by making your Guest list head count accurate and assigning each guest an RSVP number for better tracking down the road. I also cover tips on head count and including vendors.
- ☐ **Guest List Assignment 4:** Goal = Making your Guest List "Proper" for addressing your Invitations later. Invitation wording gets tricky, so I've included an Invitation 101 Slideshow in the Excel Mini-series for you to review. Based on who is hosting your wedding, your Invitations could all be worded differently.

Week 2 | Day 5 Initiation Homework

Today is a FUN Day! It is all about Pinterest! For today's assignment you're going to be pinning a few vision pins for each Project Block. You don't need to pin them all today, but you DO need at least one per Project Block.

Fun Story: Every time I meet with a new bride for in person coordinating, her Pinterest Board usually looks the same: High amounts on Projects 1-7, really saturated with Project 0, and nearly nothing for Projects beyond 10. So, for today, critically evaluate your Pins. Some of us have had that "Dream Wedding" Board started for YEARS before we got engaged. It may be out dates.

This is the exact same Assignment I give on DAY 3 of the I'm Engaged ECourse

Day 5 | Action Plan

- ☐ Step 1- Create a NEW BOARD called Wedding Project Blocks
- ☐ Step 2- Go through your current board and delete old pins that you no longer want/like/need
- ☐ Step 3- Pin/move only your top Project Block Pins, the ones that are ACTUALLY real and that you're hoping to see happen on your wedding, to the Project Block Board. These may be the one you put on your Project Worksheet.
- ☐ Step 4- Leave any inspiration pins on your current board. You can always come back to them later.
- ☐ Step 5- Go hunting for pins that inspire Project Blocks you have no pins for. I'm guessing you need more in the P15-P26 range.

[Follow me on Pinterest where I have boards per Project Block](#)

Week 2 | Day 6 Initiation Homework

Today's Assignment is all about collecting all the Top Priority Information for your wedding. There are worksheets that we call Clipboard Worksheets because they exist and live all day on your Wedding Coordinator's Clipboard. Or, whomever you elect to fill that role. These Worksheets are a quick reference for that coordinator to look up NAMES mostly. Who is involved, who is in the wedding party, who the Awesome People are to help with setting up? These worksheets also have the names and contact info for all your vendors. I can't tell you how many times I've been standing out in a venue looking at time and wondering why the caterer still hasn't arrive. That's exactly when I flip to the Who is Involved Sheet and start making calls. Your Coordinator won't want to be waiting for called in excuses but making the calls themselves! Give them the tools necessary to track down the ducks and get them in that row for you.

Day 6 | Action Plan

- ☐ Begin Assignment 1 for the *Wedding Development Section* Tab
- ☐ Complete Assignment 1 for the *Wedding Day Documents Section* Tab

This assignment may look like you are calling your vendors and getting info to fill in or even asking friends to commit to helping. Dig into your cell phone and get your wedding party's numbers on paper.

Week 2 | Day 7 Initiation Homework

Today is a LOT easier than it sounds because it is mostly all about preparing for this coming week, which is Vendors Week. Fitting how this last day leads us right into tomorrow isn't it? Almost like I planned that 😊

So tomorrow kicks off Vendor Week and sort of a Progress Check Week for all of us. It will be a nice break for those of you who already have all your vendors too!

Day 7 | Action Plan

- ☐ Begin Assignment 1 for the Contracts & Vendors Tabs

Your Assignment is to simply collect all your vendor contracts into the tab section of your binder in the correct order. The next step is to identify the Vendors you still need and plan to schedule a few interviews next week.

Vendors we still NEED:

Week 0 | Planning Week | Action Plan Checklist

MAIN BLOG POST

[Week 0 Welcome
to Planning Week](#)

Day 1

[Enroll in the FREE I'm Engaged ECourse!](#)

- o *I'm Engaged ECourse Day 1*

[USE THIS LINK TO ENROLL in The Project Block System](#)

Day 2

[Print your Project Block Workbook found on Etsy](#)

- o [Or, snag the GEG TEAM BINDER](#)

[Sign Up for The Project Block System Email Series](#)

I'm Engaged ECourse Day 2

Day 3

I'm Engaged ECourse Day 3

Day 4

I'm Engaged ECourse Day 4

Day 5

I'm Engaged ECourse Day 5

Day 6

I'm Engaged ECourse Day 6

Day 7

I'm Engaged ECourse Day 7

Week 1 | Intro Week | Action Plan Checklist

Day 1	READ How to Style Your Wedding Using The Project Block Workbook BOOKMARK THIS POST to your desktop
Day 2	<i>Continue Working through the I'm Engaged Assignments</i>
Day 3	<i>Continue Working through the I'm Engaged Assignments</i>
Day 4	<i>Continue Working through the I'm Engaged Assignments</i>
Day 5	<i>Continue Working through the I'm Engaged Assignments</i>
Day 6	<i>Continue Working through the I'm Engaged Assignments</i>
Day 7	Progress Check POST The Password is: TEAMEX21

Week 2 | Jump Start Week | Action Plan Checklist

	READ & BEGIN: Team Initiation
Day 1	WATCH: Video 1 Building your Binder- TABS + Print all Tab Pages WATCH: Video 2 Getting Started with your Binder Completely assemble your Wedding Planning Binder Import/Add all the addresses you have to the Guest List Excel Spreadsheet
Day 2	Call 10 A-List Guests for their addresses Complete the <i>Checklists Section Assignment 1 {on the tabs}</i> Complete <i>Guestlist Section Assignment 1</i>
Day 3	Here is the Miniseries again that includes videos for each assignment Complete <i>Guest List Section Assignment 2</i>
Day 4	Complete <i>Guest List Section Assignment 3</i> Complete <i>Guest List Section Assignment 4</i> Complete <i>Project Blocks Section Assignment 1</i> Step 1- Create a NEW BOARD called Wedding Project Blocks
Day 5	Step 2- Delete old pins that you no longer want/like/need Step 3- Pin/move only your top Project Block Pins, to the Project Block Board Step 4- Leave any inspiration pins on your current board Step 5- Go hunting for pins that inspire Project Blocks you have no pins for
Day 6	Begin Assignment 1 for the <i>Wedding Development Section Tab</i> Complete Assignment 1 for the <i>Wedding Day Documents Section Tab</i>
Day 7	Begin Assignment 1 for the <i>Contracts & Vendors Tabs</i> Make a List of Vendors you need to contact next week

**Week 3 is Vendor Week and then
we begin Project Blocks 😊**