



# Wedding Planning Binder



## Well Hello There, Bride to Be!

We're so grateful that you chose our Wedding Planning Binder to help you through your Biggest Adventure yet!

I'm Kandice, owner at Green-Eyed Girl Productions. This binder is going to walk you through planning your wedding every step of the way. This printable binder is a fun addition to The Project Block Workbook which you can add them to if you're already taking our online ECourse through Teachable, The Project Block System.

If you're not already enrolled, we have another gift for you! [FOLLOW THIS LINK](#) to an exclusive, 25% off offer for The Project Block System as our thank you to you for buying this binder! Hooray!

So, let's get acquainted:

If you ever have any questions, we want you to get in touch. There are several ways to do that.

- 1- Join our [Inspired Coordination Facebook Group](#): Ask questions when you want to!
- 2- Subscribe to the [Inspired Coordination Email List](#): Be in the know about all GEG events & details
- 3- Follow along on [Instagram](#): Answer all the questions for prompt weeks and know you're on track!
- 4- Like our [Facebook Page](#): So much information is shared here about upcoming events!

## Getting Started

This very first thing you do as a very busy Bride is enroll in our FREE I'm Engaged ECourse. This ECourse will jumpstart your wedding planning in all the right ways. Here you'll get to watch 8 informational videos from myself and receive some more freebies. You're given an entire Get Going Guide for your first 7-Day Wedding Planning week. It's pretty amazing! And again, totally FREE!

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

[Read up about being a Money Savvy Bride](#)

[Find out 5 Things to do when you get Engaged](#)

[Wedding Planning with The Project Block System](#)

[How to STYLE Your Own Wedding Using the Project Block Workbook](#)

[Meet our Affiliates and snag some major discounts!](#)

[Who is The Green-Eyed Girl | Kandice Kelso](#)

## Moving Forward

I am organizing this Wedding Binder so that it is consistent with The Project Block System. If you do choose to enroll it will all sync up beautifully. You can absolutely, still benefit from this binder tremendously without taking the ECourse, but I hope you do!

You will see me reference areas of your wedding as Project Blocks. Don't worry, there is a [complete list HERE](#). And you can follow along with the blog the whole way!

Now before you print this beauty of a binder, be sure to [stock up on some printer ink!](#)





# MONTHLY CHECKLIST

## *Nine months before or earlier*

- Plan a meeting with family members to celebrate and discuss plans
- Get organized with a folder or binder- Consider joining The Project Block System
- Guest List: Put together the first draft on a Spreadsheet
  - o See Blog Post **How to Make your Guest List Spreadsheet**
- Discuss budget: with each other first (privately) then with family (include both/all sides of the family)
  - o Learn how to Track Spending: **How to Organize your Wedding Receipts | 4 Systems**
  - o Read: **3 Reasons to Keep your Wedding Receipts**
- Hire your **BIG Five Vendors**- Not sure what to ask in the interviews? We have a **BOOK** for that!
  - o Ceremony/Reception
  - o DJ/or Reception Music/ Ceremony
  - o Caterer
  - o Sound
  - o Photographer/Videographer
  - o Florist
- Read about Vendor Interviewing: **How to Hire your Wedding Vendor Dream Team**
- Family Talks: Plan a meeting with family members to celebrate and discuss plans
  - o See Blog Post **2 Family Talks to have about your Wedding**
- Select a date- and alternatives to remain flexible
- Choose and ask attendants
- Go try on a DRESS! Read: **Shopping for your Wedding Dress | 4 Tips**
- Protect your Engagement Ring with your home owner's insurance
- Visit a photographer for Engagement Photo Shoot
- Launch your Wedding Website (print address on Save-the-Dates)
- Investigate Save the Dates & Invitations See Blog Post on **Invitation Etiquette and Prep HERE**
- Book Officiant
- Get into **your Wedding Planning Uniform | Bride to Be Wardrobe Guide**

## *Six to Nine Months Before*

- Choose colors
- Select & Order Attendant's dresses
- Reserve rental equipment
- Meet with caterer to plan menu
- Order invitations and stationary
- Send Save-the-dates
- If an at-home wedding, start any home improvements such as landscaping, etc.
- Book room for wedding night
- Arrange transportation for guests on Big Day
- Arrange transportation for wedding party on Big Day
- Work on any DIY projects
- Read up on how to save money: **4 Simple Spring Wedding Planning Assignments & 5 Wedding Decorations to Snag on Black Friday**





### *Four to Six Months Before*

- Purchase tuxedo/suit or arrange renting
- Make final honeymoon reservations
- Purchase/make/order favors
- Meet with florist to discuss arrangements
- Order wedding cake
- Purchase/order/make gifts for wedding party
- Purchase 2 pairs of shoes, 1 for ceremony and 1 for reception, along with your other accessories
- Assemble and address invitations
- Create maps & directions for important locations to be included with invitations
- Start scouting for wedding photograph locations at venues
- Plan “wedding weekend” activities for guests who get into town early (wine tour, hiking, fishing)

### *Two to Four Months Before*

- Send accommodation information to out of town guests
- Investigate local requirements for obtaining Marriage License
- Apply for your Marriage License
- Meet with Officiant again to discuss detailed services
- Begin writing vows, if writing your own
- Select readings and songs for ceremony
- Select ceremony music
- Select song for major highlights at reception (first dance, cake cutting, etc.)
- Purchase veil and headpiece
- Purchase proper undergarments and hosiery for wedding gown
- Purchase Wedding rings
- Select gifts for groom if you are exchanging
- Select Thank-You gifts for parents
- Schedule a ceremony rehearsal
- Book rehearsal dinner venue and caterer
- Plan rehearsal dinner
- Register for wedding gifts
- Begin trial runs with make-up and hair
- Begin beauty regimens (tanning, facials, teeth whitening, etc.)
- Purchase accessories
  - o Unity candles, or vases and sands
  - o Garter (get 2, one for tossing and one for keeping)
  - o Toasting flutes
  - o Cake knife & server, cake topper
  - o Guest book & pen
  - o Ring bearer pillow
  - o Flower girl baskets and petals
- Purchase tossers and get away finale (birdseed, bubbles, sparklers, bells, etc.)
- Mail Invitations (6-8 weeks before wedding)**

### *Four to Six Weeks before:*

- Obtain Marriage License (time may vary depending on the county regulations)





- Create/order ceremony Programs
- Plan Bridesmaids' luncheon
- Put together welcome baskets for out of town guests
- Give the lists of songs you want played to the musicians
- Schedule bridesmaids and mother's final fittings
- Choose and purchase children's attire for Big Day
- Have final dress fitting
- Start arranging seating plans
- Pick up wedding rings
  - Have all rings appraised and insured
- Meet with site coordinator and consultant to discuss any updates or changes
- Practice your wedding vows!
- Attend bridal showers hosted for you
- Send thank you notes for gifts received at showers
  - All thank you notes must be sent within 3 weeks of receiving gifts
- Call all guests who have not RSVPed
- Finalize your ceremony structure and music selections
- Finalize wish lists with photographer and videographer
- Arrange for babysitters to watch children on Big Day at the reception location
- Finalize rehearsal dinner plans
  - Invite Officiant to rehearsal dinner
- Confirm Honeymoon plans
  - Pickup travel itineraries and tickets, purchase travel books for destinations
- Confirm Wedding night reservations
- Collect all guest's arrival times from airports/train stations, driving ETAs

### *Two Weeks Prior to Wedding*

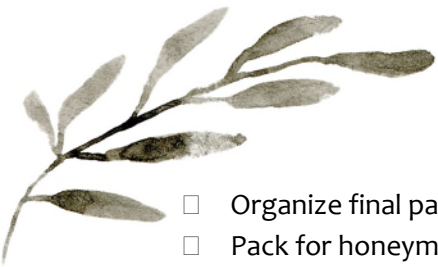
- Give caterer final head count
- Finalize seating plans; write place cards, or give information to a calligrapher
- Assign tasks for attendant to complete on Wedding day
- Give attendants anything they need to perform such tasks
- Send/confirm shot list to the photographer and Videographer
- Compose toasts for the rehearsal dinner and wedding reception
- Make a detailed Timeline of the wedding ceremony and reception events (times for cocktail hour, first dance, dinner, cake, etc.)
  - Give detailed lists above to service providers
- Break in both pairs of shoes

### *One Week Prior to Wedding*

- Pick up dress, if not being delivered
- Pick up tuxedo/Groom's attire and groomsmen attire if renting
- Confirm reservations for wedding night and honeymoon
- Get crisp bills from the bank for gratuities; put bills in labeled envelopes and seal







- Organize final payments for service providers who need to be paid on the wedding day
- Pack for honeymoon
- Look into Name-Change for Bride
- Make a list of everything you need to bring on the Wedding day, and gather all things together\*
- Host Bridesmaids' luncheon
- Confirm final details with all service providers (GEG Final Countdown Checklist)
- Have your mail and newspapers held in a vacation package for honeymoon
- Call stores where you have registered to hold deliveries
- Visit a wholesale store to stock up on items you'll need to host out-of-town guests all week
- Drop off welcome baskets at hotel where out-of-town guests are staying
- Purchase bottled water for rehearsal
- Groom picks up suit/tux
- Notify police department of your upcoming absence so they can patrol your house
- Ready wedding announcements for mailing after the wedding
- Attend bachelor & bachelorette parties

### *One Day before Wedding*

- Get manicure and pedicure
- Supervise the delivery of rental items and setup
- Hit the ATM to get emergency cash in medium bills (no more than \$200)
- Pack your Project Block o & P28 Bags
- Stock up on supplies for Big Day and Next Day breakfast
- Gas up your cars, just in case (especially getaway car)
- Attend Rehearsal Dinner
- Exchange Wedding gifts if you are exchanging
- Hand out printed copies of directions to family members with pertinent times and locations
- Finish packing suitcases for Wedding night and honeymoon
- Have Wedding Night suitcases put in trunk of getaway vehicle or taken to hotel in the morning
- Have rehearsal; hand out gifts to wedding party if you haven't already
- Lay out Big Day wardrobe (what you are wearing during the day OTHER than your dress)
  - Pre-ceremony outfit
  - Hair and makeup shirt
  - Post-wedding wear/Getaway outfit
- VERY IMPORTANT:** Plan your shower schedule for the next day!
- Get a good night's sleep!






# PLANNING GUIDELINES

## *Ceremony*

- If you're planning to have the ceremony and reception at two different sites, the distance that your guest should have to travel should be a factor in your site decision
  - Travel time should be less than 30 minutes
- If you're considering have the ceremony in a public place (beach, park, etc.) find out if you need to acquire a permit to use the space, or any special permissions
- Asking a close friend to do a reading or perform a song is a great way to make your ceremony personal and honor a someone special
- For an outdoor ceremony on a warm day, consider having waiters circulate with glasses of water or provide bottled water as a ceremony favor
- For a receiving line, the bride and her attendants should hold their bouquets in the left hand so that they can shake hands with their right
- Be sure to include the Officiant and his/her spouse on the guest list
- Is the area accessible and safe for all guests (wheelchairs, crutches, small children)?

## *Reception*

- Help make your guests comfortable during the reception by placing baskets filled with useful items- bandages, hairspray, mouthwash- in the restrooms
- Before selecting a site ask yourself these questions
  - Does the style of the space match the desired mood of your wedding?
  - Does the décor coordinate with your desired color scheme?
  - What are the views like
  - Are you comfortable with the site coordinator?
- Things to consider if planning an at-home wedding
  - Is there enough space to accommodate the people on your guest list?
  - Will you be holding the event indoors, outdoors or both?
  - If outdoors what is your rain plan? Tent? Move indoors?
  - Will you be comfortable having that many people in your home?
  - Will you need to make home improvements or landscaping?
  - How much rearranging will you need to do of furniture, etc.?
  - What items will you need to rent? At what expense?
  - Will you have it catered or is someone going to cook for all those people?
  - Is there enough cooking space in your kitchen to accommodate a caterer or cooking?
  - Is there enough parking and is it organized?
  - Do you have enough bathrooms, or do you need to rent portables?
  - Is the area accessible and safe for all guests (wheelchairs, crutches, small children)?
- Things to Consider for an outdoor wedding
  - What is the rain plan?
  - What is your plan for extreme heat, wind, bugs, etc.?
  - Is the ground even enough for chairs and tables?
  - What will the landscape look like at the time of the wedding?
  - Will allergies or outdoor elements affect your or the groom's enjoyment of the Big Day?

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- If a public space, is a permit required?

## Catering & Food Service

- Needs for Cocktail Hour
  - Bar
  - Hors d'oeuvres
- Main Reception
  - Appetizers
  - Salad
  - Soup
  - Entrée
  - Cake
  - Other Desserts
  - Bar/beverages
  - Champagne Toast
  - Afterhours Snack
- Wait staff ratio
  - Seated Service: 1 waiter for every 8-10 guests,
  - Buffet Style: 1 waiter for every 25 guests

## Stationary

- Send Save the Dates out as early as 6-9 months before the wedding
- Mail invitations 6-8 weeks before the wedding
- Order 25 extra envelopes to allow for addressing mistakes and additional invites
- With the exception of titles, do not use abbreviations on addresses
- Thank you notes should be sent within 2 weeks of opening the gift
- Record who all gifts are from and what they are for later reference
- Seating cards: Instead of having individual seating arrangements you may choose to assign guests to a table and allow them to select their specific seats at that table

## Music

- It's a good idea to hear the band/DJ that you are considering perform at an event similar to yours. This way you can feel their style and the overall impression they make
- When selecting music, consider including a range of songs so that there is something for everyone
- Discuss where in the reception space the band or DJ will be stationed and where the speakers will be; you don't want the speakers too close to the tables, especially those where the elderly guests are sitting
- For your first dance you may want to consider dance lessons unless you are already prepared

## Flowers

- Bring pictures of floral arrangements with you to the florist interviews to help convey your vision
- Make sure that centerpieces do not obstruct their view of one another
- Avoid flowers with powerful scents as they may interfere with guests' enjoyment of the food
- Discuss lasting time for your arrangements. You don't want them wilting halfway through the event
- Ask your attendants if they are allergic to any flowers
- If you want to toss a bouquet, ask if your florist will add a tossing bouquet to the package
- Ask if your florist will provide preservations or dry your flowers after the wedding for a keepsake
- If your vases do not need to go back to the florist, you may consider giving them away as gifts





## Photographer

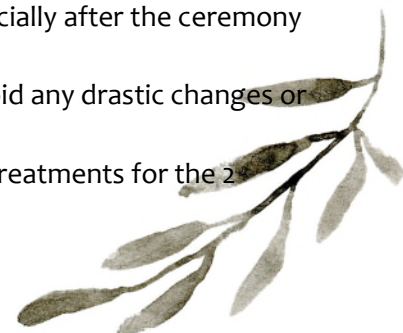
- When meeting with a photographer ask to see an album of one entire wedding from start to finish to get a realistic view of the photographer's talent
- If you are booking a photographer through an agency be sure that you are viewing the photos taken by the same person who will photograph your wedding
  - Be sure to meet that photographer in person
- Before the wedding scope out the site for the best places to take pictures and have your photographer do the same
- Consider taking formal portraits before the Big Day, or just before the ceremony to avoid spending valuable reception time posing for pictures
  - If you plan not to see each other arrange to have all the photos without the two of you in them done before the ceremony

## Bridal Salon

- Most Bridal Salons require an appointment, so call before visiting one
- If making an appointment on the weekend, request an early time and still be prepared to wait
- Try on a variety on dress styles; dresses often look either better on you, or better on the hanger
- Before purchasing a gown, inquire as to whether the salon carries insurance and what it may cover. If it does not have insurance, you run the risk of losing your money if the place goes out of business before your dress arrives
- Once you're selected a dress, ask the salon attended to recommend undergarments
- The groom might want to consider purchasing a tuxedo rather than renting one; by figuring out how much use he would get out of it and looking into how many times he would need to rent one. The cost of purchasing may be lower than several rentals in the long run!
- If the groom doesn't want to wear a tuxedo, consider a dark suit to wear in coordinating with the formality. For more casual events dark blazers and neutral trousers will suffice.
- If renting, the groom and groomsmen should pick up their ensembles a few days early in preparation for any mistakes or fitting errors.
- Men should wear either a pocket square or boutonniere, not both.

## Beauty

- Even if you don't usually wear much makeup, it is wise to have your makeup done professionally for your Big Day. You will feel beautiful and special, and a professional will know how to make you look stunning in your photographs.
- Be sure to purchase the same shade of lipstick that the artist will put on you for touch ups on the Big Day
- Wear a button-down shirt when you get your hair and makeup done to avoid smudges and tangles when changing.
- Carry blotting tissues with you to minimize shine throughout your Big Day, especially after the ceremony and all that dancing!
- Consider getting your hair trimmed about 2-3 weeks prior to the Big Day but avoid any drastic changes or new looks.
- Consider a facial or waxing 2-3 weeks prior to the Big Day but avoid having any treatments for the 2 weeks prior to the Big Day. You don't want any redness or breakouts!





- Do treat yourself to a manicure and pedicure. You'll want your hands to look as lovely as that ring you'll be showing off! The pedicure will be great for your honeymoon too!

### *Rehearsal Dinner*

- When hosting a Rehearsal Dinner, the immediate family should be evenly dispersed amongst the tables to better host guests.
- Be sure that the area is accessible and safe for all guests (wheelchairs, crutches, small children)

### *Hotels & Accommodations*

- Though not a requirement, Welcome Baskets are a great way to make your out-of-town guests feel at home when they arrive. You can include snacks, a map of the area, schedule of the weekend's events, and other items you might think to be useful for the Big Day (sunscreen, water bottles, etc.)
- A casual breakfast the morning after the wedding is a fantastic way to spend quality time with the close family you may have missed on the wedding day, as well as those out-of-town guests who came so far to see you. Such a get together can be hosted in the hotel where everyone is staying, or at a family member's house.

### *Transportation*

- Like all the little details, the car you ride out in should be perfect in every way. Before booking the car service inspect the cars, preferably the actual one that you will be using. Examine seats, seat belts, paint condition, etc.
- A stretch limo is a great option with a lot of room, but don't forget about a unique way such as a vintage car, or horse drawn carriage. If you do go a unique route, make sure the photographer is informed and doesn't miss your entry or exit.
- If there are any restrictions on decorating your car, be sure to inform our attendants beforehand.
- Be sure to enlist the services of a shuttle company for after the reception to reduce the risks of drinking and driving

### *Honeymoon*

- Even if you are changing your last name, book all Honeymoon tickets under your maiden name so that it will match your driver's license, passport, etc.
- Some airlines and hotels will upgrade couple on their honeymoon if space permits, so don't be afraid to announce your celebration!





# Coordinating Checklist

## Ceremony

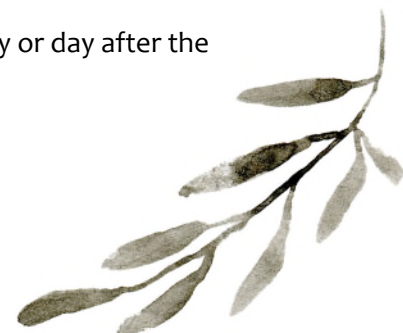
- Make appointments to meet with the site coordinators and/or Officiants
- Visit potential ceremony sites
- Reserve locations for Wedding Date
- Send in signed contract and deposit to ceremony site
- Choose and ask wedding party attendants
- Book Officiant
- Schedule any necessary meetings or counseling with the Officiant
- Obtain necessary religious documents
- Reserve any necessary rental equipment
- Make arrangements for ceremony music
- Make arrangements for ceremony flowers
- Make arrangements for any other decorations needed at the ceremony
- Consult local town clerk's office regarding marriage license requirements
  - How far in advance do you need to and are able to obtain your license
  - What jurisdiction the license must apply for (the county in which you will be married)
  - Witness requirements
  - Blood test requirements If any (rarely done any more)
- Obtain Marriage License
- Plan/write vows
- Plan/adapt/review any other parts of the ceremony
- Select readings/songs for special participants
- Send selected readings/songs to appropriate participants
- Decide upon order of attendants for processional
- Make any desired seating arrangements
- Arrange for transportation of bride & groom to and from ceremony site
- Arrange transportation for important guests and family
- Arrange for place to get dressed at ceremony site
- Obtain any necessary objects for the ceremony (unity Candles, sand ceremony, chuppah, Etc.)
- Obtain pillow for ring bearer and baskets for flower girls
- Purchase birdseed, bubbles, etc. for guests to shower you with as you leave the ceremony site
- Make arrangements for distribution of ceremony programs and guest book/gift table attendant
- Schedule rehearsal
- Assign attendant who will arrange dress and veil at the altar
- Put together an emergency supply kit for the dressing rooms
- Arrange for someone to hold, or a place for the emergency kit during the ceremony and reception
- Confirm final details/times with the Officiant and site coordinator
- Get contact numbers for Officiant and site coordinator for the wedding day
- Order/address/purchase postage for Wedding Announcements





## Reception

- Make appointments with site managers and if necessary, caterers
- Hire a wedding consultant
- Visit potential reception sites
- Reserve location for Wedding Date
- Send in the signed contract and deposit for location
- Interview potential caterers (if off-site)
- Book Caterer
  - Send in the signed contract and deposit for caterer
  - Schedule menu tasting
  - Make menu selections
  - Give caterer/site coordinator final head count
  - Plan beverages, bar staff and bar requirements
    - Ask venue if they have any specific requirements regarding alcohol
- Make arrangements for music at cocktail hour and reception dancing
- Make arrangements for flowers
- Make arrangements for any other decorations needed at the reception
- Visit rental showrooms to choose chairs, linens, etc.
- Reserve rental equipment
- Schedule delivery and pickup of rental equipment
- Interview cake bakers
- Schedule cake tasting
- Order wedding cake (Groom's cake if applicable)
- Select cake topper
- Make arrangement for parking if necessary
- Arrange for place to change into going away outfit
- Make seating chart
- Compose toasts
- Confirm dates, times, locations for rental deliveries
- Get contact information for rental company and contact on Big Day
- Confirm details with caterer
- Get phone numbers of caterer to give to site coordinator and consultant
- Go over timelines for reception (cocktail hour, first dance, cake cutting, etc.)
- Give site coordinator arrival times for all service providers
- Ask caterer to have cake topper packed up for you
- Ask caterer to have top tier of cake packed up for you
- Arrange for someone to take top tier home for you and freeze until your first anniversary
- Arrange to have Groom's cake cut up, boxed and given away as favors
- Arrange for someone to drop Wedding Announcements in the mail the same day or day after the wedding





## Stationary

- Speak to a stationer about styles and costs
- Order desired stationary items
- Send deposit to stationer
- Give wording for invitation (and other ordered items) to stationer
- Review proofs of invitations and other ordered items
- Obtain addresses of everyone on guest list
- Use GEG Organizer to keep track of addresses, phone numbers, RSVP, gifts and Thank you cards
- Call Calligrapher to see work samples and discuss fees
- Book calligrapher, or recruit artistic friend for your calligraphy needs
- Items to be printed or calligraphy other than the invitations
  - Place cards for guest seating
  - Table number cards
  - Menu cards
  - Dish ID cards for buffet table
  - Directional signs (John & Jane's Wedding)
  - Favor tags or labels
  - Personalized CD labels
  - Song request cards for DJ (stack placed on all guest tables)
  - Wedding Weekend Itinerary
  - Extra copies of driving directions
- Create Address list using clear mailing labels, or deliver them to the person hand writing the addresses
- Send seating cards and/or table number cards to calligrapher if applicable
- Purchase special stamps for response cards
- Assemble invitations and stuff envelopes
- Bring envelopes to post office to be hand stamped
- Purchase guest book
- Assign friend or family member to attend to guest book
- Follow up with guests who haven't responded (about 2 weeks prior to wedding)
- Address wedding announcements
- Arrange for someone to send wedding announcements the day after the wedding

## Ceremony Music

- Interview Ceremony Musicians
- Arrange and listen to performances
- Book CEREMONY Musicians
- Send in signed contract with deposit to musicians
- Select music for
  - Prelude
  - Attendants Processional
  - Brides' Processional
  - Ceremony
  - Recessional
- Give any necessary sheet music to musicians







- Make any necessary arrangements for equipment required by musicians
- Confirm date/times/location with musicians
- Get contact numbers of musicians for wedding day

## Reception Music

- Interview bands or DJ's
- Listen to band or DJ perform
- Book band or DJ
- Send signed contract and deposit to band/DJ
- Arrange to have music for:
  - o Cocktail hour
  - o Interlude between cocktail and reception
  - o Introduction of married couple
  - o First dance
  - o Father-daughter dance
  - o Mother-son dance
  - o Dinner
  - o General dancing
  - o Traditional/religious dances
  - o Cake-cutting
  - o Bouquet Toss
  - o Bride & Groom's exit
- Arrange for Band/DJ to see site and check facilities
- Give band the sheet music for songs you want them to learn

## Flowers

- Save photos/magazine clippings of flower arrangements you like
- Make appointments to interview florists
- Hire Florist
- Make appointments to see samples of bouquets and arrangements
- Give table size to florist (so that centerpieces are sized accordingly)
- Give florist swatches of dress colors and linen colors to coordinate flowers
- Make selections for all floral items
  - o Bouquet
  - o Bridesmaids Bouquet
  - o Boutonnieres & corsages
  - o Altar & Aisle arrangements
  - o Centerpieces
  - o Extras (food tables, garlands, entryways, etc.)
- Send signed contract and deposit to florist
- Give measurements for length of aisle to florist if he/she is providing a runner
- Confirm final details with florist
- Confirm date, times and locations with florist
- Get contact number of florist for site coordinator and consultant





## Photography

- Look through wedding albums of family members and friends to get a sense of the photography style
- Make appointments to interview photographers
- Book Photographer
- Send in signed contract and deposit
- Schedule Engagement Shoot
- Scout potential photo spots
- Give photographer list of desired shots and important people to be photographed
- Appoint a Family Liaison to assist photographer on the Big Day
- Give a copy of desired shot list to appointed liaison
- Confirm details with photographer
- Purchase disposable cameras for tables
- Assign someone to put disposable cameras on tables and collect them afterwards

## Videographer

- Watch wedding videos of friends and family to help determine your desired style
- Make appointments to interview videographers
- Book Videographer
- Send in signed contract and deposit
- Give videographer list of desired shots and important people to be photographed
- Appoint a Family Liaison to assist videographer on the Big Day
- Give a copy of desired shot list to appointed liaison
- Confirm details with videographer

## Bridal Attire

- Make appointments at Bridal Salons
- Ask a parent or Maid of Honor to accompany you to Bridal Salons
- Select the following items:
  - Gown
  - Veil/Headpiece
  - Blusher Veil
  - Shoes (before first fitting)
    - Select 2 pairs of shoes, 1 for ceremony and 1 for reception
  - Undergarments appropriate for your dress (before first fitting)
  - Hosiery (have an extra pair for the wedding day)
  - Garter
  - Earrings
  - Necklace
  - Other jewelry
  - Hair accessories
  - Purse
  - Wrap
  - Gloves
  - Going-Away outfit





- Rehearsal Dinner Outfit
- Schedule Gown fittings
- Find out what you need to bring for your fittings
- Obtain swatches of gown for florist and professional who will be dyeing your shoes
- Discuss bustle style of train with seamstress
- Bring parent or Maid of Honor to fitting so they can learn to bustle the dress
- Find out from bridal salon how to hang and care for the dress
- Find out from bridal salon what to do if dress is wrinkled before wedding
- Find out from bridal salon what to do if you get a spot on the dress
- If borrowing a gown**
  - Take gown out of storage
  - Determine what alteration, if any, are needed
  - Examine gown for stains and rips
  - Take gown to seamstress for alterations
  - Take gown for cleaning and steaming
- Plan time and place to bustle gown after ceremony
- Arrange for place to store Going-Away outfit at reception
- Arrange for place to change into Going-Away outfit
- Take shoes to be dyed to match dress
- Break in shoes and scruff bottoms so feet are comfortable and don't slip on the Big Day
- Find a dry cleaner who specializes in bridal gown care to clean and pack up dress after wedding
- Assign someone to take Bridal Gown home after wedding

### *Groom's Attire*

- Decide upon the style of tuxedo/suit (determined by time and formality)
- Call formalwear stores to see if you need an appointment, and what you need to bring
- Purchase tuxedo/suit or book rentals
- Select:
  - Shirt
  - Shoes
  - Tie
  - Cummerbund/Vest
  - Pocket Square
  - Cuff Links
  - Tie Clip
  - Socks
- Organize Groomsmen's attire (refer to ensemble checklist above)
- Obtain measurements for out-of-town Groomsmen
- Select going-away ensemble
- Pick up tuxedo/suit
- Assign someone to return ensemble if rented

### *Beauty*

- Make appointment to try out hairstylist





- Make appointment to try out makeup artist
- Bring to trial run with hairstylist:
  - Headpieces
  - Photos of dress to show neckline
  - Photos of hairstyles you like
- Make appointment with hairstylist you like for Big Day
- Make appointment with makeup artist you like for Big Day
- Make appointment to have manicure and pedicure
- Make appointments for bridesmaids to have hair, makeup and/or nails done
- Confirm all beauty appointments
- Obtain lipstick for touchups on the Big Day

### *Rings*

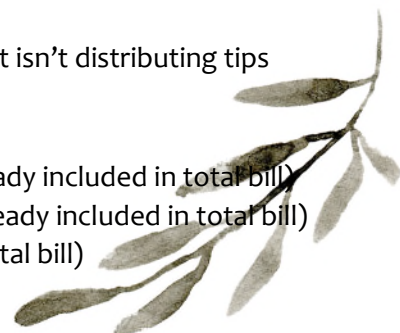
- Have engagement ring insured, if groom has not done so already
- Select wedding bands
- Pick up wedding bands from jeweler
- Bring bands to be engraved
- Pick up bands from engraver
- Have engagement ring cleaned (so it is nice and shiny on your Big Day)
- Give Wedding Bands to Best Man

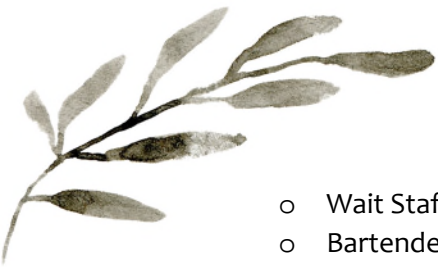
### *Gifts*

- Register for Gifts (to be done before any pre-wedding parties and before major holidays)
- Purchase/order/make favors
- Wrap favors
- Purchase/order/make gifts for bridal party (groom should do the same for groomsmen)
- Wrap gifts (groom should do the same)
- Purchase gift for groom if you are exchanging
- Purchase Thank-you gifts for parents
- Wrap groom's and parents' gifts
- Plan time to give groom his gift (often a private evening)
- Plan a time to give parents their gifts
- Bring favors to location the day before the wedding, or assign an attendant to do this
- Arrange for table to hold favors

### *Gratuities*

- Add up gratuities and get crisp bills from the bank
- Place tips in labeled envelopes and seal with names of each vendor
- Assign attendant/family member to hand out tips on the wedding day, if the host isn't distributing tips
- Give envelopes to the assigned person the morning of the wedding
- Tips include:
  - Caterer/Banquet Manager: 15-20% (usually specified in contract, and already included in total bill)
  - Reception Site Coordinator: 15-20% (usually specified in contract, and already included in total bill)
  - Maître d': 15-20% (usually specified in contract, and already included in total bill)





- Wait Staff: 15-20% total, to be divided among the servers, give to Maître D' to dispense
- Bartenders: 5-10% of bar total
- Chauffeurs: 15-20% (usually specified in contract)
- Hairstylist/Makeup Artist: 15-20%
- Parking Attendants: \$1 per car
- Restroom/Coatroom Attendants: \$1 per 2 guests
- Delivery People: \$5-\$10 each depending on time and effort spent

### *Hotel Accommodations & Activities*

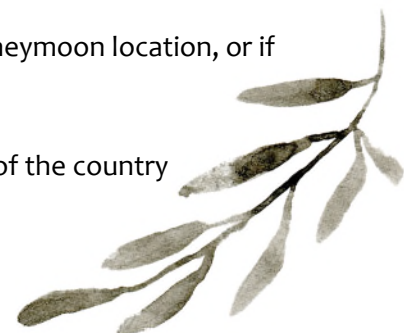
- Book your hotel room for the wedding night
- Hold block of hotel rooms for out-of-town guests
- Ask for special code for guests to use when booking rooms in the block
- Send hotel and transportation information to out-of-town guests; include directions from local airports and cities from which many guests will be arriving by car, as well as information (descriptions, location, phone numbers) regarding local attractions
- Put together welcome baskets for guests' rooms
- Confirm hotel reservation for your wedding night
- Bring guests' baskets to hotel, or assign someone to do so the day guests are to arrive

### *Transportations*

- Arrange transportation for bride, groom, wedding party, and family to ceremony and reception
- Book/arrange for bride and groom's getaway vehicle after the reception
- Book/arrange for transportation for immediate family and wedding party after reception
- Send signed contract and deposit to transportation service
- Arrange for someone to drive bride and/or groom's cars home after reception, if necessary
- Arrange for shuttle service to take out-of-town guest from airport to ceremony or reception if necessary, and then back to the hotel
- Book transportation to airport for honeymoon
- Give drivers all necessary directions, addresses, and contact numbers
- Confirm all transportation arrangements
- Fill bride and/or groom's personal car with plenty of gas if being used on the wedding day

### *Honeymoon*

- Get recommendations from friends and family for honeymoon destinations
- Find travel agent who specializes in your chosen destination, if not making the arrangements yourself
- Make arrangements to take time off of work for honeymoon
- Book transportation to destination
- Book hotel accommodations
- If renting a car, find out if your car insurance covers you in a rental car in the honeymoon location, or if you should purchase insurance from the rental company
- Book transportation from airport to hotel if necessary
- Make sure travel documents (passports, visas, etc.) are current, if traveling out of the country
- Obtain travel insurance if desired
- Purchase guidebooks about destination







- Book activities for when you get there
- Make any necessary dining reservations
- Pick up tickets/itinerary from travel agent, if they aren't being mailed
- Exchange currency if necessary
- Pack (include all necessary equipment need on trip; snorkel, hiking boots, etc.)
- Make sure you have extra camera batteries/chargers, and disks/film
- Have mail held at post office
- Call stores where you have registered to have them hold deliveries

### *After "I Do"*


- Pick up held mail at the post office, when you return from the honeymoon
- Call stores where you've registered to resume gift delivery after your return from honeymoon
- Fill out necessary documents for legal name change
- Contact the appropriate agencies/businesses to inform tm of name change
  - o Department of Motor Vehicles
  - o Passport office
  - o Social security administration
  - o Insurance Agencies
  - o Credit Card Companies
  - o Banks/Financial Institutors
  - o Payroll Offices
  - o Registrar of voters
- Contact agencies/businesses/subscriptions that require knowledge about your change in marital status
- Send Thank-you notes
- Send change-of-address cards
- Follow up with photographer regarding proofs
- Follow up with Videographer
- Follow up with any vendors you really appreciated and offer to give them a few pictures and a quote for their websites
- Send thank-you notes to those vendors you appreciated
- Call out of town relatives and thank them again for attending





# All about My Dress

Project Block o


Designer:	
Size:	
Color:	
Style Name:	
Length:	
Salon:	
Phone:	
Next Fitting Date:	
Next Fitting Date:	
Undergarments Needed:	
Alterations Date:	
Final Fitting Date{s}:  <i>Date I Bring it Home!</i>	





# Bridal Accessories

Project Block 0

Veil:		
Hair Accessories:		
Earrings:		
Necklace:		
Bracelet{s}:		
Perfume:		
Garter:		
Lingerie		
Shoes:		
Something Borrowed:		
Something Blue:		
Something Old:		
Something New:		<i>Press Entourage:</i>





# Bridesmaid Dress

Project Block o


Designer:	
Size:	
Color:	
Style Name:	
Length:	
Salon:	
Phone:	
Shoe Color:	
Next Fitting Date:	
Undergarments Needed:	
Alterations Date:	
Final Fitting Date{s}:	





# Groomsman Suit

Project Block 0

Designer:	
Jacket Size/Color:	
Shirt Size/Color:	
Pant Waist Size/Length/:	
Pant Inseam:	
Pant Color:	
Shoe Size/Width/Color:	
Sock Color:	
Tie Style/Color:	
Cufflinks:	
Store/Company Name:	
Phone:	
Pick Up Date/Location:	
Return Date/Location:	

*Return by  
Date*





# Bridesmaid Gifts

Project Block o



How Many  
Bridesmaids

Gift:

Earrings:

Necklace:

Tote Bag:

Tumbler:

Robe:

Jewelry:

Other:



BOUGHT

WRAPPED

PACKED

Names:

[DONE]

[DONE]

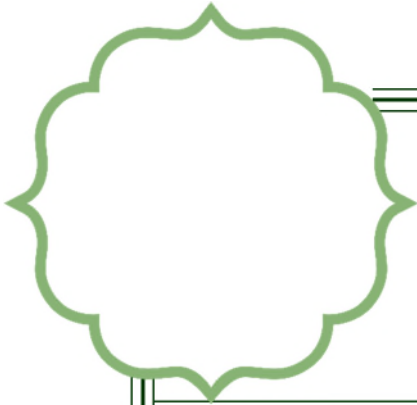
[DONE]





# Groomsmen Gifts

Project Block o



How Many  
Groomsmen

Gift:

Sunglasses:

Necktie:

Cufflinks:

Tumbler:

Flask:

Jewelry:

Other:



BOUGHT

WRAPPED

PACKED

Names:

[DONE]

[DONE]

[DONE]





# Wedding Party

Maid of Honor: \_\_\_\_\_ # \_\_\_\_\_

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

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

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

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

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

Best Man: \_\_\_\_\_ # \_\_\_\_\_

Groomsmen: \_\_\_\_\_ # \_\_\_\_\_

Groomsmen: \_\_\_\_\_ # \_\_\_\_\_

Groomsmen: \_\_\_\_\_ # \_\_\_\_\_

Groomsmen: \_\_\_\_\_ # \_\_\_\_\_

Groomsmen: \_\_\_\_\_ # \_\_\_\_\_

Flower Girl(s): \_\_\_\_\_ # \_\_\_\_\_

Ring Bearer(s): \_\_\_\_\_ # \_\_\_\_\_





# ATTENDANT DUTIES

## Groomsmen

- Organize & attend bachelor party
- Rent/Buy own formalwear
- Help with transportation
  - Pick up Groom
  - Transport Parents/Honored Guests
- Arrive early to assist with set-up
- Act as Ushers
- Transport gifts
- Decorate getaway car
- Bring Bridal Party breakfast

## Best Man

- Bring Groom to ceremony
- Dance with Maid of Honor during traditional dances
- Give payments to vendors prior to ceremony
- Give toast at reception
- Hold Bride's ring
- Organize & attend bachelor party
- Rent/Buy own formalwear
- Watch groom during reception: make sure he eats and stays sober
- Witness & sign marriage certificate

## Bridesmaids

- Act as Hostesses
- Assemble emergency bridal and groom kits
- Collect all materials to be returned to vendors after ceremony and reception
- Dance when nobody is on dance floor
- Organize/attend bachelorette party
- Organize/attend bridal shower

## Maid of Honor

- Act as hostess
- Arrange bridal veil at altar
- Give toast
- Help Bride change clothes after reception & take care of gown
- Hold bouquet during vows
- Hold Groom's ring
- Organize/attend bachelorette party
- Organize/attend bridal shower
- Witness & sign marriage certificate





# Invitations

## Project Block 1

<i>Wording</i>	
Host:	
Request:	
What:	
Couple's Names:	
Date:	
Year:	
Time:	
Location:	
Address:	
Wedding Website:	
Response Date:	
Entrée Choices:	<i>Mail them out by Date:</i>







# Wedding Registry & Gifts

## Project Block 3

This worksheet is meant to serve as a guide before and during the wedding registry process. Your registry is probably the only times in your life when people will buy you crystal or china, and though it may seem superfluous now, you will want it when celebrating your 50<sup>th</sup> Anniversary!

To begin this worksheet, start inside your OWN home and mark off the items you already own and love. No sense registering if you already have them, However, older appliances might need an upgrade. If you will honestly NEVER use an item because you don't cook a style of food or it just isn't your style, don't register, but not because you think it's too fancy! Only register for what you WILL use and think ahead to the future. Nice things do have their place in your home and your relatives will LOVE to help you host a holiday dinner by providing that gravy boat you thought you'd never need!

Read all about my [Top 3 Wedding Etiquette Quirks](#), especially the one about gifts and registries.

### Where to Register

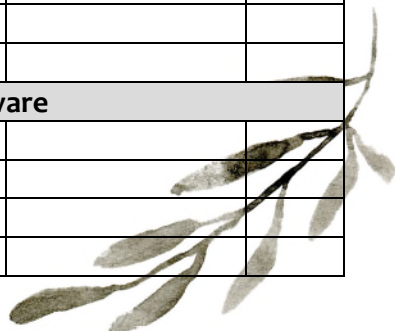
- Amazon
- Bed, Bath & Beyond
- [Blueprint Registry](#)
- Crate & Barrel
- Etsy
- Other
- Macy's
- [MyRegistry](#)
- Target
- Wal-Mart

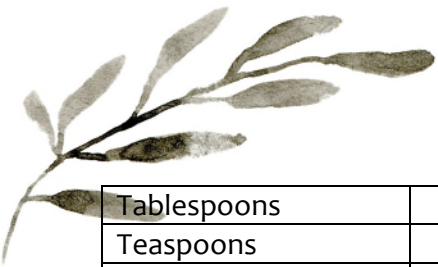




# Wedding Registry Checklist

Gift	Qty	Store	Received	Gift	Qty	Store	Received
<b>Formal China</b>				<b>Serving Pieces</b>			
Charger Plates				Cheese board			
Dinner Plates				Cheese knives			
Salad Plates				Hors de' oeuvres platter			
Dessert Plates				Chip & dip			
Cups & Saucers				Cake plate			
Rimmed soup bowls				Coasters			
<b>Serving Pieces</b>				Trivets			
Large Platter				<b>Knives</b>			
Medium Platter				Steak Knife			
Covered Veggie Dish				Bread Knife			
Gravy boat				Chef's Knife			
Salad bowl				Carving Knife & Fork			
Salad tongs				Boning Knife			
Butter dish				Cleaver			
Salt & Pepper shakers				Paring Knife			
<b>Everyday Dishes</b>				Kitchen Shears			
Dinner Plates				Sharpening rod			
Salad Plates				Knife block			
Dessert Plates				<b>Cookware- with lids preferably</b>			
Soup/cereal bowls				1-quart saucepan			
Mugs				2-quart saucepan			
<b>Crystal &amp; Barware</b>				3-quart saucepan			
Red wine glasses				Stockpot			
White wine glasses				2 to 8-quart Dutch oven			
Water goblets				8" skillet			
Highballs				10" skillet			
Champagne flutes				12" skillet			
Decanter				3 to 7-quart sauté pan			
Pilsners				Grill pan			
Everyday glassware				Roasting pan			
Iced tea glasses				Griddle			
Juice glasses				Steamer			
Pitcher				Kettle/teapot			
<b>Flatware x Sterling &amp; Stainless</b>				<b>Bakeware</b>			
Dinner forks				Baking sheets			
Salad forks				Loaf pans			
Dinner knives				Round cake pans			
Butter knives				Pie pan			





Tablespoons			Muffin tin		
Teaspoons			Glass baking dish		
Soup spoons			Cooling racks		
Dessert spoons			<b>Appliances</b>		
Drawer storage			Microwave oven		
<b>Kitchen Items</b>			Toaster oven		
Cutting board			Food processor		
Colander			Blender		
Mixing bowls			Hand mixer		
Measuring spoons			Standing mixer		
Measuring cups			Coffee maker		
Whisk			Juicer		
Spatulas			Waffle iron		
Mixing spoons			<b>Bed Linens</b>		
Rolling pin			Fitted sheets		
Cheese grater			Flat sheets		
Garlic press			Pillow cases		
Ice-cream scoop			Pillows		
Pasta server			Mattress pad		
Pizza slicer			Comforter		
Egg slicer			Duvet		
Apple corer			Duvet cover		
Spoon rest			Pillow shams		
Kitchen timer			Bed shirt		
Cookbooks			Decorative pillows		
Potato peeler			<b>Bath Linens &amp; Accessories</b>		
Bottle opener			Bath sheets		
Corkscrew			Bath towels		
Lemon zester			Hand towels		
<b>Table Linens</b>			Wash clothes		
Tablecloths			Bath mat		
Silencing cloth			Wastebasket		
Placemats			<b>Giftware</b>		
Dinner napkins			Vases		
Napkin rings			Picture frames		
Candlesticks			Candy dishes		





# Wedding Ceremony

## Project Block 4

The follow pages and Script Excerpts are meant to be used to build your own script. I've placed a few common paragraphs for you to choose from. You'll need one paragraph {ish} for each of the five main Ceremony Script sections, highlighted below in my outline.

- Step 1: Build your Ceremony Outline
- Step 2: Write your personalized Paragraphs using the Excerpts as guidelines. Make them all your own.
- Step 3: Write your vows

## CEREMONY WRITING OUTLINE

### 1. Formal Introduction:

- a. Dearly Beloved... we are gathered here today to witness... {choose your Paragraph}

### 2. Declaration of Intent:

- a. Officiant asks for the couple's commitment
  - i. "Will you have this woman to be your wedded wife, to live together in holy matrimony? Will you love her, honor and keep her in sickness and in health, in sorrow and in joy, and, forsaking all others, be faithful to her as long as you both shall live?" {choose your Paragraph}
- b. Repeat question to bride

### 3. Vows

- a. (From The Book of Common Prayer)
  - i. I [name] take the [name] to be my wedded wife, to have and to hold from this day forward, for better for worse, for richer or poorer, in sickness and in health, to love and to cherish, till death do us part... {choose your Paragraph}
- b. Bride repeats

### 4. The Rings

- a. Can be exchanged during vows or after in a ring ceremony {choose your Paragraph}

### 5. Ceremony End

- a. Officiant ends ceremony with a prayer/closing {choose your Paragraph}

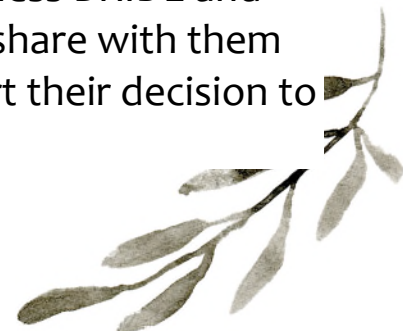




# EXAMPLE EXCERPTS

## *Formal Introductions*

1. Dear family and friends, we have gathered here today, together in the sight of God, to witness and celebrate the marriage of BRIDE and GROOM. They have requested your presence on this memorable occasion in order that you might share with them the pledging of their everlasting love on this day of commitment.
2. BRIDE, GROOM and their families extend a warm welcome to all of you. They are elated that you could be here today for this joyous marriage celebration. We have come together this day to uphold you, BRIDE, and you, GROOM, as you exchange your vows of marriage.
3. Dear family and friends we have gathered here today to joyfully acknowledge the wedding of BRIDE and GROOM.
4. Dearly beloved, we are gathered here today to witness and bless the joining together of this man and this woman in Holy Matrimony.
5. We are gathered here today to celebrate one of life's greatest moments, the joining of two hearts. In this ceremony today, we will witness the joining of BRIDE and GROOM in marriage.
6. We are gathered here in this beautiful place to join together this man, GROOM, and this woman, BRIDE, in marriage – a state instituted in love, occasioned by joy.
7. We have come together – families and friends – to witness BRIDE and GROOM as they exchange their vows of marriage. We share with them their delight in finding love with each other and support their decision to be together from now until the end of time.





## *Declaration of Intent*

1. Will you have this woman to be your wedded wife, to live together in holy matrimony? Will you love her, honor and keep her in sickness and in health, in sorrow and in joy, and, forsaking all others, be faithful to her as long as you both shall live?
2. Do you take \_\_\_\_\_ to be your lawfully wedded wife/husband? If so answer “I do”.
3. \_\_\_\_\_, do you take \_\_\_\_\_ to be your wedded wife, and in the presence of these witnesses do you vow that you will do everything in your power to strengthen this bond of love from this day forward with the best of all that you are? Will you stand by her in sickness or in health, in poverty or in wealth, and you will keep yourself to her alone as long as you both shall live?
4. Do you take \_\_\_\_\_ to be your lawfully wedded wife, to have and to hold, in sickness and health, to love, honor and respect, in good times and woe, for richer or poorer, keeping yourself solely unto her for as long as you both shall live? If so answer “I do”.
5. Do you GROOM take BRIDE, to be your lawfully wedded wife, to share your life openly, standing with her in sickness and in health, in joy and in sorrow, in hardship and in ease, to cherish and love forever more?





## *The Rings*

1. I give you this ring as a symbol of my love and faithfulness. As I place it on your finger, I commit my heart and soul to you. I ask you to wear this ring as a reminder of the vows we have spoken today, our wedding day.
2. This ring is a token of my love. I marry you with this ring, with all that I have and all that I am
3. As a ring has no end, neither shall my love for you. I choose you to be my (wife / husband) this day and forevermore.
4. I give you this ring as a symbol of my love for you. Let it be a reminder that I am always by your side and that I will always be a faithful partner to you.

## *Additional Pieces*

A 6<sup>th</sup> paragraph is always an option too, or, any of these can be added in throughout the ceremony, making your personalized script seven to even 10 paragraphs long. Make it all your own and special to your relationship.

- Unity Ceremony
- Prayers
- Songs
- Readings
- Witness Vows
- Marriage Certificate Signing







# VOW WRITING EXAMPLES

Fill in the Blank/Madlib Style

Billy to Kandice

Kandice, since we have been together,  
you have made me feel more **compassion**,  
more **confidence** and have shown me the true  
meaning of **teamwork**  
I am a better person with you by my side.

That's why today, in front of you, our friends, and  
our family  
I, take you to be my wife,  
loving what I know of you,  
and trusting what I do not yet know.

Kandice, I promise to respect you as an equal And to  
recognize that your interests,  
desires and needs  
Are as important as mine.

I can't wait to raise your children  
I hope they have **your drive to be successful** and  
**love for efficiency**

**FREESTYLE SENTENCE**- one line 10 words  
**I am grateful we found love in faith of each other**  
I promise to laugh with you when times are good,  
and endure with you when they are bad.

I can't wait to grow old together,  
getting to know the person you will become, and  
falling in love a little more each day.

Together we are better than we could ever hope to  
be alone, and today I give you my love, my trust, and  
my fidelity forever. You will ALWAYS be the best  
part of my day.

Kandice to Billy

Billy, since we have been together,  
you have had me feel more **vibrant**,  
more **confident** and have shown me the true  
meaning of **friendship**.  
I am a better person with you by my side.

That's why today, in front of you, our friends, and  
our family  
I, take you to be my husband,  
loving what I know of you,  
and trusting what I do not yet know.

Billy, I promise to respect you as an equal  
And to recognize that your interests,  
desires and needs  
Are as important as mine.

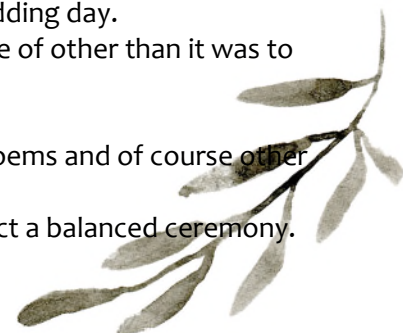
I can't wait to raise your children  
I hope they have your **resilience** and **reckless**  
**abandon for a good time**

**FREESTYLE SENTENCE**- one line 10 words  
**You give me the pieces of myself that are missing,**  
**and I am grateful**  
I promise to laugh with you when times are good,  
and endure with you when they are bad.

I can't wait to grow old together,  
getting to know the person you will become, and  
falling in love a little more each day.

Together we are better than we could ever hope to  
be alone, and today I give you my love, my trust, and  
my fidelity forever. You will ALWAYS be the best  
part of my day.

1. The **green words** are those that we didn't know until they were read on the wedding day.
2. We each wrote in a completely unscripted sentence the other had no knowledge of other than it was to be 10 words.
3. You can do a free style paragraph or fill in many other words like a Mad-Lib.
4. Billy and I co-wrote the verses in black together using our favorite song lyrics, poems and of course other vows we found in books and online.
5. We believed that congruency would make it easier on both of us as well as reflect a balanced ceremony.





# Ceremony Seating Chart

						Bride's Parent	Bride's Parent	AISLE

*Bride's Side*

AISLE	Groom's Parent	Groom's Parent						

*Groom's Side*







# Couples' Transition

## Project Block 6

This is the window in your timeline where everyone gets up and moves from one place to another. There is **so much** that must happen here, and it can be very chaotic if everyone doesn't know exactly where they're going.

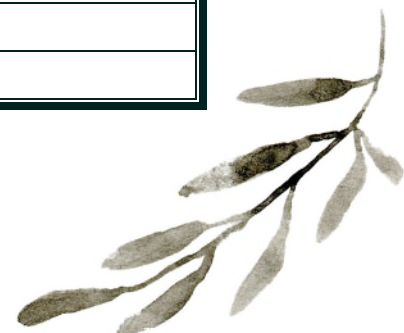
### Timeline Transitions

Transition 0	Pre-Ceremony Photography
First Look	Y/N

Transition 6	Ceremony Ends- to Cocktail Hour

Transition 10	Introduced into Reception
	Table Tours

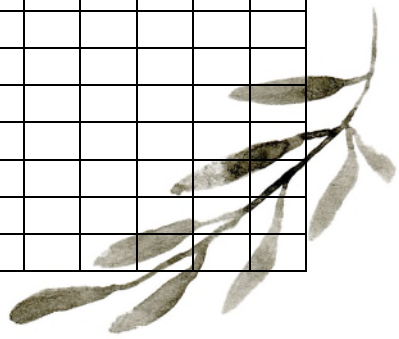
Transition 24	Couple's Grand Exit





# BRIDE & GROOM TIMELINE

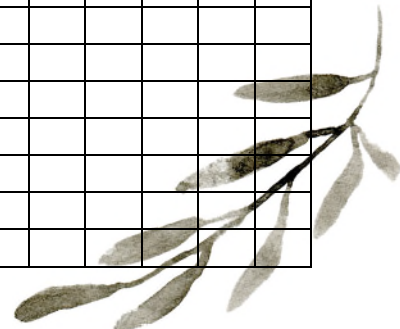
Fill in the Times Write an X where rows and columns Coordinate & who is involved at that time. <b>Ceremony: ___: ___ am/pm</b>		Bride	Bride's Mother	Bride's Father	Maid of Honor	Bridesmaids	Bride's Family	Groom	Groom's Mother	Groom's Father	Best Man	Ushers	Groom's Family	Flower Girl	Ring Bearer	Guests
Time	Description															
	Hair/Makeup done															
	Arrive at Dressing Site															
	Arrive at Dressing Site															
	Pre-Ceremony Pictures															
	Arrive at Ceremony Site															
	Pre-Ceremony Pictures															
	Give Officiant Marriage License															
	Ushers distribute Programs															
	Arrive at Ceremony Site															
	Guest Book signing															
	<b>Prelude Music begins</b>															
	Ushers seat honored guests															
	Ushers seat groom's parents															
	Ushers seat Brides' Mother															
	Line up for Processional															
	Processional music begins															
	Processional															
	Mothers Rise															
	Bride walks down the aisle															
	<b>CEREMONY</b>															
	Recessional															
	Sign marriage certificate															
	Post -Ceremony Pictures															
	Cocktails															
	Gift Attendant watches table															
	DJ announces entrance															
	Guests are seated for dinner															
	Dinner served															
	Toasts are given															
	Bride and Groom toasts															
	Cake Cutting															
	First Dance															
	Traditional dances															
	Open dance Floor															
	Bride Tosses Bouquet															
	Groom removes Garter															
	Bride and Groom Exit															





# VENDOR TIMELINE

Fill in the Times Write an X where rows and columns Coordinate & who is involved at that time. <b>Ceremony: ___: ___ am/pm</b>		Bakery	Caterer	Musicians	Officiant	Florists	Hairstylists	Makeup Artist	Green-Eyed Girl	Site Coordinator	Photographer	DJ/Recep Music	Videographer	Bartender	Getaway Driver	Guests
Time	Description															
	Party Rentals Delivered															
	Ceremony Site setup															
	Reception Site Setup															
	Entry Way setup															
	Hairstylist meets Bride															
	Groom Arrives at Site															
	Bridal Party Arrives at Site															
	Officiant Arrives															
	Caterer Arrives															
	Florist Arrives															
	Cake Arrives															
	Bartender Arrives															
	DJ/Music Arrives															
	Pre-Ceremony Photos: Groom															
	Pre-Ceremony Photos: Bride															
	Site decorations finalized															
	<b>Guests Begin to Arrive</b>															
	<b>Prelude music begins</b>															
	Processional Music Begins															
	CEREMONY															
	Caterer finishes setting up															
	Sign Marriage Certificate															
	Post Ceremony Photos															
	Cocktails served															
	Florist Departs (optional)															
	Reception Music plays															
	Transport chairs to Reception															
	DJ announces Bride and Groom															
	Dinner is served															
	DJ announces Best Man															
	DJ announces Cake Cutting															
	DJ announces First Dance															
	Distribute exit tossing															
	<b>Bride and Groom Exit</b>															
	Photographer departs															
	DJ Departs															
	Rental items are picked up															






# Cocktail Hour

Project Block 7-9

## PLAYLIST & SOUNDTRACK

<b>Music Styles:</b>	Must Play Songs	Please Do Not Play
Wedding Party Song:		
Couple Introduction Song:		

## COCKTAIL HOUR FUN


	The Fun	Description
	Table Game Printable	
	Photobooth	







# COCKTAIL HOUR FOOD

	Appetizers	Description

# COCKTAIL HOUR DRINKS

	Beverages	Description
	Signature Drink:	
	Water:	
	Lemonade:	
	Bar Stock:	
	Beer:	
	Wine:	
	Sodas:	





# Reception Seating

## Project Block 10

Project Block 10 is optional if you're not doing individual seating arrangements. Place cards and even escort cards take a lot of effort and can easily be omitted. What you will want though is reserved seating for your family.

Table 1	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table 3	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table 5	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table 2	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

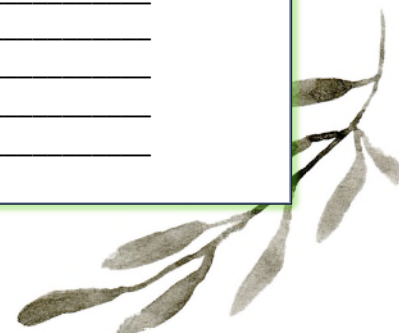
Table 4	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table 6	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

### Reserved Seating at Head Table:

Bride & Groom

_____ & _____	_____ & _____
_____ & _____	_____ & _____
_____ & _____	_____ & _____
_____ & _____	_____ & _____
_____ & _____	_____ & _____





# Reception Seating

Table ___	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table ___	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table ___	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table ___	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table ___	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table ___	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table ___	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table ___	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	

Table ___	
Seat	Name
1	
2	
3	
4	
5	
6	
7	
8	





# Applying for Your Marriage License

Project Block 16

## Step 1

Collect the birth certificate, driver's license, military ID or valid passport for both the bride and groom.

## Step 2

Gather any certified final divorce decree if either party has been married previously, dated at least one day before applying for the marriage license. Alternatively, a certificate of death of a previous spouse should be obtained.

## Step 3

Visit the Oregon state Web site to find the link to the county office where you'll be married.

## Step 4

Visit the county Web site to find offices in the county.

## Step 5

Head to the most convenient county office with bride, groom, documentation and \$60 in cash between 7 and 60 days before the ceremony.

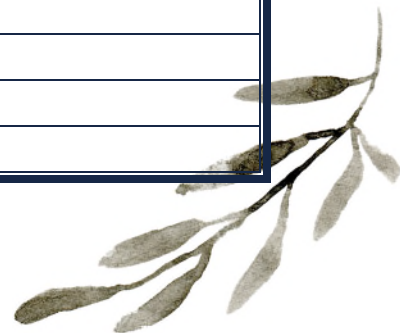




# Wedding Signage

Project Block 19

<i>Sign Needed</i>	<i>Amount needed</i>	<i>Who's makes it</i>	<i>Where it's going</i>	<i>Done by: Date</i>	<i>Details</i>
Driving signs {P1}					
Parking {P1}					
Entry {P1}					
Wedding Arrows {P1}					
Guest Book Instructions {P2}					
Gifts & Cards {P3}					
Unplugged Wedding {P4}					
Favor Tags {P5}					
Favor Directions {P5}					
Reception Arrow {P6}					
Cocktail Hour Directions {P7}					
Photo Booth Instructions {P7}					
Appetizer Labels {P8}					
Signature Drink {P9}					
Keepsake Instructions {P11}					
Menu cards {P12}					
Buffet entrée tags {P12}					
Cake Flavors {P13}					
Cake Table Open {P13}					
Candy buffet tags {P13}					
Game Instructions {P18}					
Sparkler Exit {P24}					
Taxi Services {P25}					
Restrooms {P26}					
"Thank You" Prop {P28}					



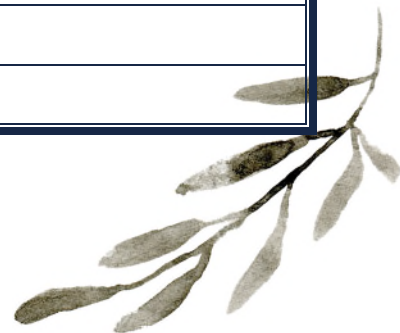




# Table Settings

Project Block 21

<i>Table Linens</i>				
Table Size	Size	Color(s)	Qty	Rented From
60" Round	120" Round			
6' Banquet	90" x 132" Rectangle			
8' Banquet	90" x 156" Rectangle			
Bistro 24" Round Tall	120" Round			
Bistro 24" Round Guest	90" Round			
Cake Table 32" Round	90" Round			
Table Overlays	90" Round			
Table Overlays	85" Square			
Table Overlays	72" Square			
Table Overlays	54" Square			
Table Runners	14" x 108" Rectangle			
Napkins	17" x 17" Square			
Chair Sashes	6" x 108" Sash			
Chair Covers	Banquet/Folding			







# Floral Needs

Project Block 22

<i>Wedding Party &amp; Family</i>			
<b>Florals</b>	<b>Qty</b>	<b>Colors</b>	<b>Flower Details</b>
Bridal Bouquet			
Bridesmaid Bouquets			
Groom's Boutonniere			
Groomsmen Boutonnieres			
Mother Corsages			
Father Boutonnieres			
Grandmother Corsages			
Grandfather Boutonnieres			
Officiant Corsage/Bout			
Flower Girl Petals			
Flower Girl Corsages			
Ring Bearer Bouts			
Tossing Bouquet			
<i>Project Block Areas</i>			
Welcome Arrangement			
Gift Table Attendant(s) Corsage/Bout			
Gift Table Arrangement			
Altar Arrangement			
Pew Bows			
Aisle Petals			
Aisle Décor			
Favors (Succulents)			
Appetizer Arrangement			
Food Table Arrangements			
Cake topper/table			
Centerpieces			
Swags or Garlands			





# AT-HOME SHOPPING

A collection of items you are using for your wedding that are supplied by your own home or those of friends and family.  
Color code or mark in some way which household the item came from so that you can return it after the Big Day.

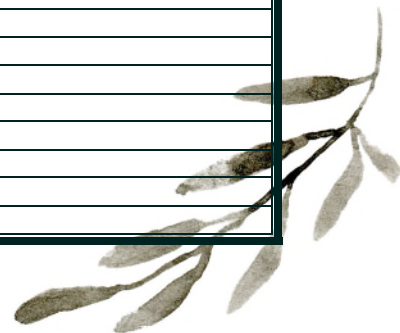
Item	Color	QTY	Owner	Will pick up on: Date	Will return by: Date	Project	Returned Y/N
Aisle Runner							
Area rug							
Basket							
Beverage Dispensers							
Bowls							
Cake Pedestal							
Camera Tripod							
Candles							
Candy dishes							
Chairs							
Chandeliers							
Cocktail accessories							
Crates							
Digital Cameras							
Fabric Steamer							
Flower Girl Basket							
Furniture							
Garbage cans							
Garden Bench							
Garden Décor							
Iron							
Ironing board							
Karaoke Machine							
Lighting							
Mini fridge							
Mirror							
Picture Easel							
Pillows							
Planters							
Signs							
Trailer							
Vanity Mirror							
Vases							





# WEEK PRIOR ITINERARY

___/___	Activity/Meeting/Appointment/Event/ Importance, etc.	
	Groom's Side	Bride's Side
8:00		
:15		
:30		
:45		
9:00		
:15		
:30		
:45		
10:00		
:15		
:30		
:45		
11:00		
:15		
:30		
:45		
Noon		
:15		
:30		
:45		
1:00		
:15		
:30		
:45		
2:00		
:15		
:30		
:45		
3:00		
:15		
:30		
:45		
4:00		
:15		
:30		
:45		
5:00		
:15		
:30		
:45		
6:00		
:15		
:30		
:45		
7:00		
:15		
:30		
:45		
8:00		
:15		
:30		
:45		
:30		
:45		





# Rehearsal Agenda

Thank you all so much for being here!  
Everyone on this list should please meet us in the Ready Area no later than

\_\_\_\_ : \_\_\_\_ pm

It is important that once you arrive in this area you cannot leave 😊  
We will line you up accordingly in the processional.

Officiant Enters \_\_\_\_\_

Family Enters

\_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_\_\_

Mothers Enter

\_\_\_\_\_ Enters (Groom)

Wedding Party Enters

\_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_\_\_

Kids: \_\_\_\_\_ & \_\_\_\_\_

**Families stand & turn (followed by guests)**

**Music Change....**

Bride and Escort \_\_\_\_\_

**Recessional**





# Rehearsal Dinner Checklist

If the Groom's Parents are planning the event:

- Discuss Rehearsal Dinner Plans with Groom's parents
- Give them the Reception menu prior to the Rehearsal Dinner so that the meals are not too similar
- Compile guest lists for the Rehearsal Dinner
- Give addresses or phone numbers of guests on your list to groom's parents
- Compose toasts
- Purchase Thank You gift to give Groom's Parents at Dinner
- Purchase gifts for Wedding Party, to be given at Dinner

If the Bride & Groom are planning the event:

- Reserve location
- Send in signed contract and deposit for location
- Decide upon caterer and menu
- Make arrangements for decorations and music
- Compile guest list (with addresses and phone numbers) for Rehearsal Dinner
- Order, purchase, or print out invitations, or call invitees
- Address invitations
- Send invitations
- Compose toasts (with groom) to thank hosts and/or guests
- Give final head count to site manager
- Purchase Thank You gift to give Groom's Parents at Dinner
- Purchase gifts for Wedding Party, to be given at Dinner
- Confirm all details with site manager

Things to bring to the Rehearsal & Rehearsal Dinner

- Ordered list of paired up attendants for processional and recessional
- List of family members being escorted down the aisle
- Extra copies of readings/songs for special ceremony participants
- Shoes to practice walking down the aisle
- Ribbon bouquet from shower, if applicable
- Gifts for Bridesmaids and groomsmen, to give at dinner
- Gift for groom (if desired) to give after dinner
- Copy of toast, if giving one





# A COMPLETE PROJECT BLOCK RESOURCE LIST

## Project 0: Bridal Dressing Room

[How to Coordinate Bridal Dressing Rooms | Project Block 0](#)  
[How to Pack for your Wedding Morning | The Essentials and What to Bring](#)  
[How to Plan your Wedding Morning Getting Ready Pictures](#)  
[Flawless Wedding Day Skin Prep | with Presley McGlashing](#)  
[5 Ways to Work with Groomsmen](#)  
[Dresses for Moms {SWEETY Wedding}](#)  
[Pinterest Board: Project Block 0](#)

## Project 1: Guest Entry

[How to Coordinate Wedding Guest Entry | Project Block 1](#)  
[4 Tips on Wedding Invitations | Prep & Ordering](#)  
[3 Guests who need Wedding Parking Lot Accommodations](#)  
[Wedding Websites & Why You Want One](#)  
[3 Reasons to Send A Save the Date | Before your Wedding](#)  
[Know Your Options | Save the Dates with Basic Invite](#)  
[Pinterest Board: Project Block 1](#)

## Project 2: Welcome Table

[How to Coordinate Welcome Tables & Guest Books | Project Block 2](#)  
[4 Things for your Wedding Welcome Table](#)  
[4 Reasons to have a Wedding Program](#)  
[Pinterest Board: Project Block 2](#)

## Project 3: Gift Table

[How to Coordinate Gift Tables & Registries | Project Block 3](#)  
[Everything you need to know about your Wedding Registry](#)  
[My Top 5 Online Wedding Registries | Where to Register](#)  
[Pinterest Board: Project 3](#)

## Project 4: Ceremony

[How to Coordinate Ceremony Structure | Project Block 4](#)  
[How to Coordinate Ceremony Altars | Project Block 4B](#)  
[How to Write Wedding Ceremony Scripts | Basic Structure](#)  
[How to Coordinate Wedding Ceremony Music | Project Block 4D](#)  
[Wedding Processionals | Everything you need to know](#)  
[How to Write a Rose Ceremony for your Wedding | Unity Celebration](#)  
[Assigned Ceremony Seating {Within the Ribbon}](#)  
[How to Honor Mom on your Wedding Day: Ribbon Bouquet](#)  
[Ceremony Tossers {A Unique Traditional Idea}](#)  
[4 Tips for Ceremony Photography {Guest Author Kelsea Joann}](#)  
[How to Plan a "See you at the Altar" Moment | JORD Watch](#)  
[How to make your Wedding Music as unique as you are](#)  
[Pinterest Board: Project 4](#)

## Project 5: Favors

[How to Coordinate Wedding Favors | Project Block 5](#)  
[Wedding Favors Your Guests Will Love {Wedding Paper Divas}](#)  
[Pinterest Board: Project 5](#)

## Project 6: Couple's Retreat

[How to Coordinate a Couple's Transition | Project Block 6](#)

## Project 7: Cocktail Hour/Photobooth

[How to Coordinate Cocktail Hour | Project Blocks 7 8 & 9](#)  
[Pinterest Board: Project 7](#)

## Project 8: Cocktail Hour Food

[Pinterest Board: Project 8](#)

## Project 9: Cocktail Hour Signature Drink

[How to Coordinate the Wedding Bar | Project Block 9](#)  
[Mix it up with a Vintage Caravan Bar at your Wedding | Trend Alert](#)  
[Pinterest Board: Project 9](#)

## Project 10: Reception Seating

[How to Coordinate your Wedding Reception Seating | Project Block 10](#)  
[Pinterest Board: Project 10](#)

## Project 11: Interactive Guestbooks

[How to Coordinate Interactive Guest Books | Project Block 11](#)  
[Pinterest Board: Project 11](#)

## Project 12: Dinner Display/Caterer Needs

[How to Coordinate with your Wedding Caterer | Project Block 12](#)  
[How to Write Menu Signs Perfectly | DIY](#)  
[Pinterest Board: Project 12](#)

## Project 13: Cake & Dessert

[How to Coordinate your Wedding Cake | Project Block 13](#)  
[How to Freeze the Top Tier of your Wedding Cake](#)  
Inspirations: [Candy Buffets](#)  
[Pinterest Board: Project 13](#)

## Project 14: Dance Floor & Music

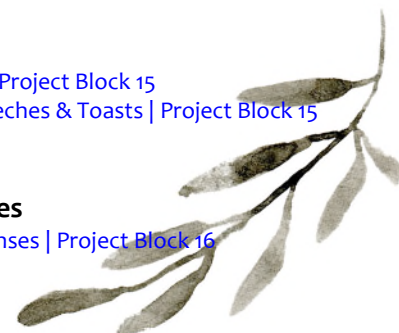
[How to Coordinate the Dancefloor | Project Block 14](#)  
[How to Hire an Awesome Wedding DJ | Project Block 14](#)  
[How to Coordinate your Traditional Wedding Dances](#)  
[How we Coordinated an East Coast Swing Father-Daughter Dance](#)  
[Pinterest Board: Project 14](#)

## Project 15: Head Table

[How to Coordinate Head Tables | Project Block 15](#)  
[How to Coordinate Wedding Speeches & Toasts | Project Block 15](#)  
[Pinterest Board: Project 15](#)

## Project 16: Marriage Licenses

[How to Coordinate Marriage Licenses | Project Block 16](#)





### **Project 17: Homage Displays**

[How to Coordinate Homage Displays at your Wedding | Project Block 17](#)

[Pinterest Board](#): Project 17

### **Project 18: Kids' Area**

[How to Coordinate Wedding Reception Entertainment | Project Block 18](#)

[How to Coordinate Activity Boxes for Kids at Your Wedding](#)

[How to Make Kid Stations at your Wedding](#)

[Pinterest Board](#): Project 18

### **Project 19: Staging Atmosphere- Signage**

[How to Coordinate your Wedding Signs | Project Block 19](#)

[Pinterest Board](#): Project 19

### **Project 20: Staging Atmosphere- Lighting**

[How to Coordinate Wedding Lighting | Project Block 20](#)

[Pinterest Board](#): Project 20

### **Project 21: Table Settings**

[How to Coordinate Wedding Table Settings & Linens | Project Block 21](#)

[Pinterest Board](#): Project 21

### **Project 22: Centerpieces**

[How to Coordinate Wedding Centerpieces | Project Block 22](#)

[Eco-Friendly Wedding Centerpiece Inspirations](#)

[Pinterest Board](#): Project 22

### **Project 23: Decorative Extras**

[How to Coordinate your Wedding Decorative Extras | Project Block 23](#)

[Pinterest Board](#): Project 23

### **Project 24: Grand Send Off**

[How to Coordinate a Wedding Exit & Grand Send Off | Project Block 24](#)

[Pinterest Board](#): Project 24

### **Project 25: Guest Exiting Systems**

[How to Coordinate the Wedding Guests' Exit | Project Block 25](#)

[Pinterest Board](#): Project 25

### **Project 26: Bathrooms**

[How to Coordinate Wedding Day Restrooms | Project Block 26](#)

[Pinterest Board](#): Project 26

### **Project 27: Wedding Night Suite**

[How to Coordinate the Newlywed Suite | Project Block 27](#)

[Pinterest Board](#): Project 27

### **Vendors**

[How to Find the Right Videographer for Your Wedding Day](#)

[How to Hire your Wedding Vendor Dream Team | The Interview](#)

[Dream Team Wedding Vendors | Oregon](#)

