Olecloung PLANNER



THE WEDDING PARTY

The key people in your wedding party.

| The Bride: |
|-------------------|
| The Groom |
| |
| Chief Bridesmaid: |
| Bridesmaids: |
| |
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| |
| |
| Bestman: |
| Ushers |
| |
| |
| Pageboys: |
| |
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APPOINTMENTS

List your appointments and key contacts for meetings you have booked.

| Appointment | Contact | Tel Number | Date | Time | Notes |
|-------------|---------|------------|------|------|-------|
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TO-DO LIST

Make a list of things on your to-do List

| To Do | Deadline |
|-------|------------|
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WHERE TO BEGIN

| \bigcirc | Write your Guest List | | | | | | | | | | | |
|------------|---|---|----|----|----|-----------------|----|------|----|--|--|--|
| \bigcirc | Set your budget | | | | | | | | | | | |
| \bigcirc | Decide location for venue | | | | | | | | | | | |
| \bigcirc | View and Book your venue | | | | | | | | | | | |
| \bigcirc | Date Set! | | | | | | | | | | | |
| \bigcirc | Send out Save the Dates | | | | | | | | | | | |
| | Wedding Insurance | | | | | | | | | | | |
| | Appoint a wedding planner/ | | | | | | | | | | | |
| | consultant if required. | | | | | | | | | | | |
| 0 | consultant if required. | 0 | 10 | NT | ГН | IS | TC |) (| Ю | | | |
| 0 | consultant if required. | 0 | 10 | NT | ГΗ | IS [*] | TC |) (| Ю | | | |
| 0 | consultant if required. | 0 | 10 | NT | ГΗ | IS T | TC |) (| 60 | | | |
| 0 | consultant if required. 12 MC Order Your Invites | 0 | 1(| NT | ГΗ | IS T | TC |) (| SO | | | |
| | Consultant if required. 12 MC Order Your Invites Start Dress Shopping | 0 | 1(| NT | ГΗ | IS | TC |) (| O | | | |
| | Consultant if required. 12 MC Order Your Invites Start Dress Shopping Start Bridesmaid Dress Shopping | 0 | 1(| NT | ГН | IS T | TC |) (| iO | | | |
| | 12 MC Order Your Invites Start Dress Shopping Start Bridesmaid Dress Shopping Book a Photographer | 0 | 1(| NT | ГН | IS | TC |) (3 | iO | | | |
| | 12 MC Order Your Invites Start Dress Shopping Start Bridesmaid Dress Shopping Book a Photographer Book a Videographer | 0 | 1(| NT | ГН | IS | TC |) (3 | iO | | | |

8-10 MONTHS TO GO

| Arrange your Cake | |
|---|-------------|
| Arrange your Flowers | |
| Book Your Transport | |
| Plan your Honeymoon | |
| Book Hair & Makeup Artists | |
| Sample Menus | |
| Order your Dress | |
| | |
| 6-8 M | ONTHS TO GO |
| 6-8 M | ONTHS TO GO |
| 6-8 M Send out your Invites | ONTHS TO GO |
| | ONTHS TO GO |
| Send out your Invites | ONTHS TO GO |
| Send out your Invites Buy Your Wedding Rings | ONTHS TO GO |
| Send out your Invites Buy Your Wedding Rings Book ceremony musicians | ONTHS TO GO |
| Send out your Invites Buy Your Wedding Rings Book ceremony musicians Plan hen and/or stag parties Book appointments to try on | ONTHS TO GO |
| Send out your Invites Buy Your Wedding Rings Book ceremony musicians Plan hen and/or stag parties Book appointments to try on wedding dresses | ONTHS TO GO |

4-6 MONTHS TO GO

| Give notic of marriage to the registrar | |
|---|-------------|
| Buy Grooms Suit | |
| Decide on prayers, readings and music for ceremony | |
| Organise a hair trial & book | |
| Organise a makeup trial & book | |
| Book Hair & Makeup Artists | |
| Order of Service | |
| | |
| Book Honeymoon 2-3 MG | ONTHS TO GO |
| | ONTHS TO GO |
| | ONTHS TO GO |
| 2-3 M | ONTHS TO GO |
| 2-3 MC | ONTHS TO GO |
| 2-3 MC Attend dress fittings Organise gifts for parents | ONTHS TO GO |
| 2-3 MC Attend dress fittings Organise gifts for parents Organise gifts for bridesmaids | ONTHS TO GO |
| 2-3 MC Attend dress fittings Organise gifts for parents Organise gifts for bridesmaids Organise gifts for groomsmen | ONTHS TO GO |
| 2-3 MC Attend dress fittings Organise gifts for parents Organise gifts for bridesmaids Organise gifts for groomsmen Confirm order of ceremony Organise vaccinations & Viasa for | ONTHS TO GO |

1 MONTH TO GO

| Chase Remaining RSVP's | |
|--|-------------|
| Create your table plan | |
| Finalise details with Suppliers | |
| Give venue guest number | |
| Print place cards | |
| Write personalised wedding vows if applicable. | |
| Hold a rehearsal | |
| | |
| 4.014 | |
| 1-2 W | /EEKS TO GO |
| 1-2 W Confirm pick-up times for transport | /EEKS TO GO |
| | VEEKS TO GO |
| Confirm pick-up times for transport Make sure the bridal party have all | VEEKS TO GO |
| Confirm pick-up times for transport Make sure the bridal party have all | VEEKS TO GO |
| Confirm pick-up times for transport Make sure the bridal party have all | ZEKS TO GO |
| Confirm pick-up times for transport Make sure the bridal party have all | VEEKS TO GO |
| Confirm pick-up times for transport Make sure the bridal party have all | VEEKS TO GO |

BUDGET OVERVIEW

Manage the budget for your wedding.

| | Estimate | Actual | Final Payment Date |
|----------------------|----------|--------|--------------------|
| Ceremony & Reception | | | |
| Ceremony Fees | | | |
| Ceremony Music | | | |
| Venue Cost | | | |
| | | | |
| Food & Drink | | | |
| Canapés | | | |
| Catering | | | |
| Drinks | | | |
| Wedding cake | | | |
| Evening Food | | | |
| | | | |
| Flowers | | | |
| Bridal Flowers | | | |
| Other Flowers | | | |
| | | | |
| Entertainment | | | |
| Toastmaster | | | |
| Reception Music | | | |
| Wedding breakfast | | | |
| Band or DJ | | | |
| Fireworks | | | |

BUDGET OVERVIEW

Manage the budget for your wedding.

| | Estimate | Actual | Final Payment Date |
|---------------------------|----------|--------|--------------------|
| Stationary | | | |
| Save the Date | | | |
| Invitations | | | |
| Order of Service | | | |
| Thank yous | | | |
| Postage/Stamps | | | |
| Place Cards | | | |
| | | | |
| Getting Ready | | | |
| Hair stylist | | | |
| Make up artist | | | |
| | | | |
| Photography | | | |
| Photographer | | | |
| Videographer | | | |
| Photobooth | | | |
| | | | |
| Accommodation & Transport | | | |
| Accommodation | | | |
| Bridal Transportation | | | |
| Guest Transportation | | | |
| | | | |

BUDGET OVERVIEW

Manage the budget for your wedding.

| | Estimate | Actual | Final Payment Date |
|--------------------|----------|--------|--------------------|
| The Dress & Attire | | | |
| Rings | | | |
| Wedding Dress | | | |
| Alterations | | | |
| Shoes | | | |
| Grooms Suit | | | |
| Bridesmaids | | | |
| Groomsmen | | | |
| | | | |
| Other / Misc | | | |
| Wedding insurance | | | |
| Honeymoon | | | |
| Gifts & favours | | | |
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PAYMENT PLANNER

List your upcoming payments and how much each month,

| January | February | March | April | May | June |
|---------|----------|-------|-------|-----|------|
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| £ | £ | £ | £ | £ | £ |

PAYMENT PLANNER

List your upcoming payments and how much each month,

| July | August | September | October | November | December |
|------|--------|-----------|---------|----------|----------|
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| £ | £ | £ | £ | £ | £ |

GUEST LIST

Manage your invites, RSVP's and Thank you below.

| Names: Save the Date Ser | ıt 🔘 |
|------------------------------|------|
| Address: Invite Ser | it O |
| Email: Attending | ? |
| No. of Guests: Thank You Ser | it 🔵 |
| Names: Save the Date Ser | nt O |
| Address: Invite Ser | it O |
| Email: Attending | ? |
| No. of Guests: Thank You Ser | it 🔵 |
| Names: Save the Date Ser | nt O |
| Address: Invite Ser | it 🔘 |
| Email: Attending | ? |
| No. of Guests: Thank You Ser | it 🔘 |
| Names: Save the Date Ser | it O |
| Address: Invite Ser | it 🔘 |
| Email: Attending | ? |
| No. of Guests: Thank You Ser | it 🔵 |
| Names: Save the Date Ser | it O |
| Address: Invite Ser | it O |
| Email: Attending | ? |
| No. of Guests: Thank You Ser | it (|



EVENING GUEST LIST

Who are you inviting for the evening?

| Name | Attending? |
|------|------------|
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TABLE PLAN

Create a list of who is on which table.

| Table Name: | Table Name: |
|-------------|-------------|
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| Table Name: | Table Name: |
| Table Name: | |
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RECEPTION CHECKLIST

Things to take to the reception venue

| To Take | Notes |
|--------------------|-------|
| Table/Seating Plan | |
| Table Signs | |
| Place cards | |
| Wedding favors | |
| Guest book & pens | |
| Card Box or Basket | |
| Music Playlist | |
| Table Decorations | |
| Venue Decorations | |
| Lighting | |
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ORDER OF THE DAY

Use this list to plan your day and times.

| Time | Action | Notes |
|------|-----------------------------|-------|
| | Alarm Set | |
| | Bridesmaids Arrives | |
| | Photographer Arrives | |
| | Hair dresser Arrives | |
| | Make-up Artist Arrives | |
| | Flowers Arrives | |
| | Dress on | |
| | Car for Bridesmaid Leaves | |
| | Car for Bride Leaves | |
| | Ceremony Begins | |
| | Photos following Ceremony | |
| | Transport to reception | |
| | Drinks reception begins | |
| | Canapes brought out | |
| | Photos of Bride and Groom | |
| | Wedding Breakfast is served | |
| | Toast and Speeches | |
| | Cutting of the Cake | |
| | Evening Guests Arrive | |
| | First Dance | |
| | Evening refreshments served | |
| | Bride and Groom Leave | |

VENUE CHECKLIST

Print multiple copies and take them with you when you visit venues.

| Venue Details | |
|------------------|--|
| Venue Name | |
| Contact Name | |
| Telephone | |
| Email | |
| | |
| Dates & Costs | |
| Available Dates | |
| Cost for the day | |
| Notes: | |
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| The Venue | |
|---|--|
| Ceremony Guests # | |
| Reception Guests # | |
| Is there a wedding co-ordinator? | |
| Sufficient parking? | |
| Is there disabled access? | |
| Is confetti allowed? | |
| Entertainment | |
| Room for a band or DJ? | |
| Dancefloor provided? | |
| Evening noise restrictions? | |
| Are fireworks permitted? | |
| Is there a PA system for speeches? | |
| Does the venue have Public Liability Insurance? | |
| Venue Notes | |
| | |





| Catering | |
|---|--|
| Do they offer in-house catering? If not, do they have any recommendations? | |
| Do you have example menus and prices? | |
| Does the venue provide equipment i.e. tables, chairs, linen, plates, glassware etc.? | |
| Can you supply a cake stand and knife if required? | |
| Do you have an alcohol license and what time can you offer alcohol until? | |
| Does the venue insist on supplying the wine and champagne? | |
| What do they charge for corkage? If applicable. | |
| What time does the reception need to finish by? | |
| Catering Notes | |
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| | |
| time can you offer alcohol until? Does the venue insist on supplying the wine and champagne? What do they charge for corkage? If applicable. What time does the reception need to finish by? | |



| Finances and Costs | |
|--|--|
| What are the various options and costs for the venue? | |
| What is the cancellation policy? | |
| How much is the deposit to secure the date and when is it due? | |
| How much is the final balance and when is it due? | |
| | |
| Notes & Thoughts | |
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PHOTO CHECKLIST / #1 GETTING READY

| Photo | People |
|--|--------|
| Bride getting ready | |
| Dress Shot | |
| Photo of Shoes and Accessories | |
| Wedding bands Close Up Shot | |
| Bouquet Photo | |
| Relaxed shots of the bridesmaids getting ready | |
| Buttoning of the bride's dress | |
| Full-length shot of the bride in her gown | |
| First Look Shots | |
| Father seeing the bride in her gown for first time | |
| | |
| Groom getting ready with groomsmen | |
| Groomsmen putting on boutonnieres or ties | |
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PHOTO CHECKLIST / #2 CEREMONY

| Photo | People |
|--|--------|
| Ceremony venue Photos | |
| Groom waiting at the front | |
| Guests Arriving | |
| Groom mens and Usher shots | |
| Bridesmaids walking down aisle | |
| Bride waiting to walk down the aisle | |
| Groom's expression as bride walks down the aisle | |
| Bride walking down the aisle | |
| Couple together at the front | |
| Parents watching the ceremony | |
| Photo of the exchanging of the rings | |
| The kiss! | |
| Bride and groom walking down the aisle | |
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PHOTO CHECKLIST / #3 GROUP SHOTS

| Photo | People |
|--|--------|
| Bride & Groom with parents | |
| Bride and groom with bride's family | |
| Bride and groom with grooms's family | |
| | |
| Bride and bridesmaids | |
| Groom and groomsmen | |
| Groom with Bride and bridesmaids | |
| Portraits and candids of bride and groom | |
| | |
| Bouquet toss | |
| | |
| The kiss! | |
| Bride and groom walking down the aisle | |
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PHOTO CHECKLIST / #4 RECEPTION

| Photo | People |
|---|--------|
| Reception venue Photos | |
| Still life shots of table details | |
| Photo of reception room | |
| Bride and groom's place cards | |
| Wedding cake | |
| Guests arriving | |
| Guests signing guestbook | |
| Entrance of bride and groom | |
| Close-ups of friends and family making toasts | |
| Cutting the cake | |
| First dance | |
| Dancing | |
| Bride and groom kissing | |
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HONEYMOON CHECKLIST

Make a list of things on your to-do List

| To Do | Notes |
|-------------------------------------|-------|
| Honeymoon Booked | |
| | |
| Travel Insurance | |
| Travel vaccinations (if applicable) | |
| Travel Visas (if applicable) | |
| | |
| Check Passports in date | |
| Currency Exchanged | |
| Book airport parking | |
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