

# Wedding

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PLANNER



WEDINSPIRE.COM

# THE WEDDING PARTY

*The key people in your wedding party.*

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The Bride:

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The Groom

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Chief Bridesmaid:

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Bridesmaids:

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Bestman:

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Ushers

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Pageboys:

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# WHERE TO BEGIN

<input type="radio"/> Write your Guest List	
<input type="radio"/> Set your budget	
<input type="radio"/> Decide location for venue	
<input type="radio"/> View and Book your venue	
<input type="radio"/> Date Set!	
<input type="radio"/> Send out Save the Dates	
<input type="radio"/> Wedding Insurance	
<input type="radio"/> Appoint a wedding planner/ consultant if required.	

# 12 MONTHS TO GO

<input type="radio"/> Order Your Invites	
<input type="radio"/> Start Dress Shopping	
<input type="radio"/> Start Bridesmaid Dress Shopping	
<input type="radio"/> Book a Photographer	
<input type="radio"/> Book a Videographer	
<input type="radio"/> Book a DJ or Wedding Band	
<input type="radio"/> Book Caterers if Needed	
<input type="radio"/> Research Accomodation for Guests	



## 8-10 MONTHS TO GO

<input type="checkbox"/> Arrange your Cake	
<input type="checkbox"/> Arrange your Flowers	
<input type="checkbox"/> Book Your Transport	
<input type="checkbox"/> Plan your Honeymoon	
<input type="checkbox"/> Book Hair & Makeup Artists	
<input type="checkbox"/> Sample Menus	
<input type="checkbox"/> Order your Dress	
<input type="checkbox"/>	

## 6-8 MONTHS TO GO

<input type="checkbox"/> Send out your Invites	
<input type="checkbox"/> Buy Your Wedding Rings	
<input type="checkbox"/> Book ceremony musicians	
<input type="checkbox"/> Plan hen and/or stag parties	
<input type="checkbox"/> Book appointments to try on wedding dresses	
<input type="checkbox"/> Set up your wedding gift list	
<input type="checkbox"/>	
<input type="checkbox"/>	



# 4-6 MONTHS TO GO

<input type="checkbox"/> Give notice of marriage to the registrar	
<input type="checkbox"/> Buy Grooms Suit	
<input type="checkbox"/> Decide on prayers, readings and music for ceremony	
<input type="checkbox"/> Organise a hair trial & book	
<input type="checkbox"/> Organise a makeup trial & book	
<input type="checkbox"/> Book Hair & Makeup Artists	
<input type="checkbox"/> Order of Service	
<input type="checkbox"/> Book Honeymoon	

# 2-3 MONTHS TO GO

<input type="checkbox"/> Attend dress fittings	
<input type="checkbox"/> Organise gifts for parents	
<input type="checkbox"/> Organise gifts for bridesmaids	
<input type="checkbox"/> Organise gifts for groomsmen	
<input type="checkbox"/> Confirm order of ceremony	
<input type="checkbox"/> Organise vaccinations & Viasa for honeymoon if required.	
<input type="checkbox"/>	
<input type="checkbox"/>	



# 1 MONTH TO GO

<input type="checkbox"/> Chase Remaining RSVP's	
<input type="checkbox"/> Create your table plan	
<input type="checkbox"/> Finalise details with Suppliers	
<input type="checkbox"/> Give venue guest number	
<input type="checkbox"/> Print place cards	
<input type="checkbox"/> Write personalised wedding vows if applicable.	
<input type="checkbox"/> Hold a rehearsal	
<input type="checkbox"/>	

# 1-2 WEEKS TO GO

<input type="checkbox"/> Confirm pick-up times for transport	
<input type="checkbox"/> Make sure the bridal party have all accessories needed.	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



# 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			







# GUEST LIST

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

Names:	Save the Date Sent	<input type="radio"/>
Address:	Invite Sent	<input type="radio"/>
Email:	Attending?	<input type="radio"/>
No. of Guests:	Thank You Sent	<input type="radio"/>
<hr/>		
Names:	Save the Date Sent	<input type="radio"/>
Address:	Invite Sent	<input type="radio"/>
Email:	Attending?	<input type="radio"/>
No. of Guests:	Thank You Sent	<input type="radio"/>
<hr/>		
Names:	Save the Date Sent	<input type="radio"/>
Address:	Invite Sent	<input type="radio"/>
Email:	Attending?	<input type="radio"/>
No. of Guests:	Thank You Sent	<input type="radio"/>
<hr/>		
Names:	Save the Date Sent	<input type="radio"/>
Address:	Invite Sent	<input type="radio"/>
Email:	Attending?	<input type="radio"/>
No. of Guests:	Thank You Sent	<input type="radio"/>
<hr/>		
Names:	Save the Date Sent	<input type="radio"/>
Address:	Invite Sent	<input type="radio"/>
Email:	Attending?	<input type="radio"/>
No. of Guests:	Thank You Sent	<input type="radio"/>









# 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:

## 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



## Accommodation & Rooms

Is there a secure room to store wedding gifts until we can collect the next day?

Is there a room available for the bride and groom to use on the day?

If rooms are available for overnight accommodation, then how many?

Costs for overnight accommodation?

Is breakfast included?

What time is checkout the following day?

Can rooms be reserved for guests to book?

## Accommodation 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

## 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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