

# OUR *Wedding* PLANNER

THE BRIDE

THE GROOM

DATE

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# WEDDING PARTY

<b>BRIDE'S MOTHER</b>	<b>Name:</b>
Address:	
Phone:	Fax:
Mobile:	Email:
<b>BRIDE'S FATHER</b>	<b>Name:</b>
Address:	
Phone:	Fax:
Mobile:	Email:
<b>GROOM'S MOTHER</b>	<b>Name:</b>
Address:	
Phone:	Fax:
Mobile:	Email:
<b>GROOM'S FATHER</b>	<b>Name:</b>
Address:	
Phone:	Fax:
Mobile:	Email:
<b>CHIEF BRIDESMAID</b>	<b>Name:</b>
Address:	
Phone:	Fax:
Mobile:	Email:
<b>BRIDESMAID</b>	<b>Name:</b>
Address:	
Phone:	Fax:
Mobile:	Email:
<b>BRIDESMAID</b>	<b>Name:</b>
Address:	
Phone:	Fax:
Mobile:	Email:

Notes:


# WEDDING PARTY

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<b>BRIDESMAID</b>	<b>Name:</b>
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<b>Address:</b>
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<b>Phone:</b>	<b>Fax:</b>
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<b>Mobile:</b>	<b>Email:</b>
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<b>FLOWER GIRL</b>	<b>Name:</b>
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<b>Address:</b>
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<b>Phone:</b>	<b>Fax:</b>
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<b>Mobile:</b>	<b>Email:</b>
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<b>BEST MAN</b>	<b>Name:</b>
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<b>Address:</b>
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<b>Phone:</b>	<b>Fax:</b>
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<b>Mobile:</b>	<b>Email:</b>
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<b>GROOMSMAN</b>	<b>Name:</b>
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<b>Address:</b>
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<b>Phone:</b>	<b>Fax:</b>
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<b>Mobile:</b>	<b>Email:</b>
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<b>GROOMSMAN</b>	<b>Name:</b>
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<b>Address:</b>
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<b>Phone:</b>	<b>Fax:</b>
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<b>Mobile:</b>	<b>Email:</b>
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<b>GROOMSMAN</b>	<b>Name:</b>
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<b>Address:</b>
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<b>Phone:</b>	<b>Fax:</b>
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<b>Mobile:</b>	<b>Email:</b>
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<b>PAGE BOY</b>	<b>Name:</b>
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<b>Address:</b>
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<b>Phone:</b>	<b>Fax:</b>
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<b>Mobile:</b>	<b>Email:</b>
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<b>Notes:</b>
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# WEDDING CHECKLIST

## 6 - 18 MONTHS AHEAD

Time period:

- Place notice of engagement in the newspaper and on Your Local Wedding Guide website
- Contact wedding co-ordinator for consultation
- Decide on wedding date and time
- Discuss a budget with your fiancé and parents and decide on a cost limit
- Draw up a guest list
- Choose and book ceremony and reception venues
- Choose wedding attendants (Bridesmaids etc.)
- Consider bridal attire
- Choose and book a photographer, videographer
- Organise caterers, if required
- Book a minister or celebrant
- Select and book wedding transportation
- Decide on honeymoon location and book
- If going overseas for your honeymoon, check that your passport is current
- Obtain birth certificate or a certified extract
- Begin a personal health and fitness program
- Select music/musician/DJ for ceremony/reception
- Book a consultation with wedding decorator
- Organise wedding insurance
- Organise travel insurance

## 3 - 6 MONTHS AHEAD

Time period:

- Order wedding stationery
- Make an appointment with a florist, discuss colour schemes
- Order hire equipment - chairs and tables, etc
- Select wedding rings
- Choose MC for the reception
- Plan the order of ceremony and reception
- Register with a bridal gift service and select gift choices
- Have inoculations for overseas travel
- Discuss insurance, wills etc for your future together
- Check your level of health cover or arrange health insurance
- Select a hairdresser and beautician and arrange a trial

## 2 MONTHS AHEAD

Time period:

- Give notice of intention to marry - Registration
- Mail wedding invitations and registry lists
- Decide on menu and drinks with your caterers/ reception centre
- Book any wedding apparel that needs to be hired
- Book accommodation needed for out of town guests
- Discuss and plan your photos with your photographer/videographer
- Try on and order lingerie
- Select and order your cake

## 4 WEEKS AHEAD

Week from:

- Confirm all bookings and arrangements
- Purchase gifts for attendants
- Plan seating arrangements for the reception
- Arrange for any name changes
- Ask speakers to prepare their speeches
- Schedule wedding rehearsals and notify those involved
- Trial your make-up

## 2 WEEKS AHEAD

Week from:

- Notify papers for wedding notices
- Check arrangements with photographer/videographer
- Confirm numbers with caterer and reception booking
- Check and confirm honeymoon bookings
- Order traveller's cheques and overseas money
- Pick up wedding rings
- Have wedding rehearsal

## 1 WEEK AHEAD

Week from:

- Pack for your honeymoon: passports, tickets and travellers cheques
- Collect and try on your wedding outfits and check accessories
- Relax where possible
- Organise someone to return hired clothes and equipment
- Confirm equipment hire and wedding transportation
- Get a tan, facial and massage
- Have your hair coloured



# WEDDING DAY TIME TABLE

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6.00am	
6.30am	
7.00am	
7.30am	
8.00am	
8.30am	
9.00am	
9.30am	
10.00am	
10.30am	
11.00am	
11.30am	
12.00 noon	
12.30pm	
1.00pm	
1.30pm	
2.00pm	
2.30pm	
3.00pm	
3.30pm	
4.00pm	
4.30pm	
5.00pm	
5.30pm	
6.00pm	
6.30pm	
7.00pm	
7.30pm	
8.00pm	
8.30pm	
9.00pm	
9.30pm	
10.00pm	



# RECEPTION

<b>THE VENUE</b>	<b>Contact name:</b>
<b>Business name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Guest arrival time:	Bride & groom arrival time:
Meal commencement time::	Bride & groom departure time:
Booking date:	Confirmation date:
Notes:	

<b>MASTER OF CEREMONIES</b>	<b>Contact name:</b>
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Booking date:	Confirmation date:
Notes:	

<b>BANQUET / CATERING</b>	<b>Contact name:</b>
<b>Business name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Booking date:	Confirmation date:

Menu	* Hors d'oeuvres:
	* Entree:
	* Main course:
	* Dessert:
	* Champagne:
	* Table wine:
	* Non-alcoholic drinks:
* Beverages:	

Notes:
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# EQUIPMENT HIRE

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<b>CEREMONY</b>	<b>Contact name:</b>
<b>Company name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Booking date:	Confirmation date:
Delivery date:	Delivery time:
Equipment required:	
<b>RECEPTION</b>	<b>Contact name:</b>
<b>Company name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Booking date:	Confirmation date:
Delivery date:	Delivery time:
Equipment required:	

# DECORATIONS

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<b>CEREMONY</b>	<b>Contact name:</b>
<b>Company name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Colour scheme:	
Notes:	
<b>RECEPTION</b>	<b>Contact name:</b>
<b>Company name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Colour scheme:	
Notes:	

**BOMBONIERE****Contact name:****Company name:****Address:****Phone:****Fax:****Mobile:****Email:**

Details:

Notes:

## ENTERTAINMENT / MUSIC

**CEREMONY****Contact name:****Company name:****Address:****Phone:****Fax:****Mobile:****Email:**

Start time:

Finish time:

Music List

✿ Prelude:

✿ Processional:

✿ Signing the register:

✿ Recessional:

**RECEPTION****Contact name:****Company name:****Address:****Phone:****Fax:****Mobile:****Email:**

Start time:

Finish time:

Music List

✿ Canapés:

✿ Introductions:

✿ Dinner:

✿ Bridal waltz:

✿ Dancing:

✿ Farewell:

✿ Special requests:

✿ Banned list:

# BRIDAL WEAR FOR THE GIRLS

<b>THE BRIDE</b>		<b>Contact name:</b>	
<b>Company name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Mobile:</b>		<b>Email:</b>	
Initial appointment	Fitting appointment	Collection appointment	
Time:	Time:	Time:	
Date:	Date:	Date:	
Notes:			

<b>BRIDESMAIDS</b>		<b>Contact name:</b>	
<b>Company name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Mobile:</b>		<b>Email:</b>	
Initial appointment	Fitting appointment	Collection appointment	
Time:	Time:	Time:	
Date:	Date:	Date:	
Notes:			

<b>THE FLOWER GIRL</b>		<b>Contact name:</b>	
<b>Company name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Mobile:</b>		<b>Email:</b>	
Initial appointment	Fitting appointment	Collection appointment	
Time:	Time:	Time:	
Date:	Date:	Date:	
Notes:			

<b>ACCESSORIES</b>				
☼ Shoes	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected
☼ Veil/Headpiece	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected
☼ Lingerie	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected
☼ Stockings	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected
☼ Other	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected

# BRIDAL WEAR FOR THE BOYS

<b>THE GROOM</b>		<b>Contact name:</b>	
<b>Company name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Mobile:</b>		<b>Email:</b>	
Initial appointment	Fitting appointment	Collection appointment	
Time:	Time:	Time:	
Date:	Date:	Date:	
Notes:			

<b>GROOMSMEN / BEST MAN</b>		<b>Contact name:</b>	
<b>Company name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Mobile:</b>		<b>Email:</b>	
Initial appointment	Fitting appointment	Collection appointment	
Time:	Time:	Time:	
Date:	Date:	Date:	
Notes:			

<b>THE PAGE BOY</b>		<b>Contact name:</b>	
<b>Company name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Mobile:</b>		<b>Email:</b>	
Initial appointment	Fitting appointment	Collection appointment	
Time:	Time:	Time:	
Date:	Date:	Date:	
Notes:			

<b>ACCESSORIES</b>				
☼ Shoes	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected
☼ Ties	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected
☼ Cuff links	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected
☼ Socks	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected
☼ Other	<input type="checkbox"/> Ordered	<input type="checkbox"/> Purchased	<input type="checkbox"/> Delivered	<input type="checkbox"/> Collected

# HAIR & BEAUTY

<b>MAKE-UP</b>	<b>Contact name:</b>
<b>Company name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Booking date:	Confirmation date:
Trial time:	Trial date:
Wedding day start time:	Wedding day finish time:
Notes:	

<b>HAIR</b>	<b>Contact name:</b>
<b>Company name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Booking date:	Confirmation date:
Trial time:	Trial date:
Wedding day start time:	Wedding day finish time:
Notes:	

<b>NAILS</b>	<b>Contact name:</b>
<b>Company name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Booking date:	Confirmation date:
Pre-wedding day appointment:	
Notes:	

# JEWELLERY

<b>RINGS</b>	<b>Contact name:</b>	
<b>Company name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
Engagement ring:	Wedding rings:	
Bride's ring size:	Groom's ring size:	Fitting time:
Notes:		

# STATIONERY

<b>PRINTER / STATIONER</b>	<b>Contact name:</b>	
<b>Company name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	

<b>INVITATION</b>		
RSVP date:	Selection time:	Proof time:
Quantity:	Order date:	Delivery date:
Style:	Colour:	
Notes:		

Don't forget to include your bridal registry details and dress standards for the wedding (eg. formal) when mailing the invitations.

<b>THANK YOU CARD</b>		
Quantity:	Order date:	Delivery date:
Style:	Colour:	
Notes:		

<b>OTHER</b>		
Quantity:	Order date:	Delivery date:
Style:	Colour:	
Notes:		

# FLOWERS

<b>FLORIST</b>		<b>Contact name:</b>	
<b>Company name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Mobile:</b>		<b>Email:</b>	
Booking date:		Confirmation date:	
Colour scheme/details:			

Flower list	Order date	Confirm. date	Deliver to
<b>THE WEDDING PARTY</b>			
❁ Bridal bouquet			
❁ Bridal headpiece			
❁ Bridesmaid's bouquets			
❁ Bridesmaid's armbands			
❁ Bridesmaid's headpieces			
❁ Flower girls' headpieces & bouquets			
❁ Flower girls' petal basket			
❁ Groom's buttonhole			
❁ Groomsmen's buttonhole			
❁ Mothers' corsage			
❁ Father's corsage			
❁ Special female guests' corsage			
❁ Special male guests' corsage			
<b>THE CEREMONY</b>			
❁ Altar arrangements			
❁ Pew decorations			
❁ Rose-petal aisle			
<b>THE RECEPTION</b>			
❁ Entry arrangements			
❁ Table decorations			
❁ Bridal party table			
❁ Cake table			
❁ Bathroom arrangements			

# CAKE

<b>CAKE MAKER</b>	<b>Contact name:</b>
<b>Company name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Mobile:</b>	<b>Email:</b>
Appointment time:	Appointment date:
Delivery time:	Delivery date:
Details:	

# PHOTOS & VIDEOS

<b>THE PHOTOGRAPHER</b>	<b>Contact name:</b>	
<b>Company name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
Initial appointment	On the wedding day	After wedding viewing
Date:	Start time:	Date:
Time:	Finish time:	Time:
Agreed photography coverage:		
Special requests:		
Notes:		

<b>THE VIDEOGRAPHER</b>	<b>Contact name:</b>	
<b>Company name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
Initial appointment	On the wedding day	After wedding viewing
Date:	Start time:	Date:
Time:	Finish time:	Time:
Agreed photography coverage:		
Special requests:		
Notes:		

# TRANSPORTATION

<b>TRANSPORTATION</b>		<b>Contact name:</b>
<b>Company name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
Booking date:	Confirmation date:	
Ceremony:		
Reception:		
Extra:		
Notes:		

# ACCOMMODATION

<b>BRIDE &amp; GROOM</b>		<b>Contact name:</b>
<b>Hotel name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
Booking date:	Confirmation date:	
Cost per night, double:		
Notes:		

<b>GUESTS</b>		<b>Contact name:</b>
<b>Hotel name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
Booking date:	Confirmation date:	
Cost per night, single:	Cost per night, double:	
Notes:		

# HONEYMOON

<b>DESTINATION</b>	<b>Contact name:</b>	
<b>TRAVEL AGENT</b>	<b>Contact name:</b>	
<b>Agent name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
Booking date:	Confirmation date:	
Airline name:	Flight number:	
Departure date:	Departure time:	
Return date:	Return time:	
Notes:		
<b>ACCOMMODATION</b>	<b>Contact name:</b>	
<b>Company name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
Booking date:	Confirmation date:	
Hotel name:		
Check in day:	<b>Check in time:</b>	
Check out day:	<b>Check out time:</b>	
Notes:		

# WEDDING INSURANCE

<b>INSURER</b>	<b>Contact name:</b>	
<b>Company name:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	
<b>Mobile:</b>	<b>Email:</b>	
Coverage:		
Notes:		

# WEDDING BUDGET

SERVICE	PRICE QUOTED	DEPOSIT PAID	BALANCE DUE
Accessories			
Bomboniere			
Bride's gown			
Bridesmaid's dresses			
Bride's ring			
Bride's transport			
Church fees			
Drinks			
Entertainment			
Florist			
Flower girl dress			
Gifts			
Groom's suit			
Groom's ring			
Groomsmen's suits			
Groom's transport			
Hair			
Make-up			
Manicure			
Page boy suit			
Photographer			
Reception			
Stationery			
Wedding cake			
Wedding decorator			
Wedding insurance			
Wedding planner			
<b>TOTAL:</b>			









