



# *Wedding Planner*

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# Engagement Party Checklist

- **Pick a Date!** - Find the perfect date to party!
- **Write a guestlist** - (This will usually be guests that will attend the wedding)
- **Venue** - Decide what type of venue you want (club, garden party etc)
- **Invitations** - Pick a design and send a few weeks before.
- **Food** - Decide where to order food from if its not provided by the venue.
- **DJ** - Do you need a DJ or band?
- **Clothes** - Give yourself time to find a fancy new outfit!
- **Decorations** - Do you want balloons, banners, photos or a card post box?
- **Cake** - If ordering a cake, do this well in advance as these get booked up quick!
- **Speech** - Decide if you would like to say a few words to everyone.
- **Thank you!** - Find thank you cards to send to your guests after party day!
- **Enjoy!**



# My Wedding Ideas!

Add any colours or themes that you love! What have you seen that you really want?




# WEDDING ROLES

## **CHIEF BRIDESMAID**

Maid of Honour - If they are not married

Matron of Honour - Married

Dress shopping, planning the hen party, supporting the bride

## **BRIDESMAID**

To support the bride on the big day!

Help the chief bridesmaid with the hen party plans.

Dress shopping

## **THE BEST MAN**

To support the groom on the day and during planning.

To organise the stag party!

Suit shopping, giving a speech and paying suppliers on the day if needed.

## **THE USHERS / GROOMSMEN**

To support the groom on the big day.

Help the best man plan the stag party.

Helping to seat guests, hand out order of service.

## **Flower Girl**

A young child that will  
usually

walk with the bridesmaids.

Lovely way to include a child!

## **PAGE BOY**

Will usually walk with the  
Flower Girl.

May carry the rings.

Lovely way to include a  
child!

# WEDDING BUDGET CHECKLIST

- ☐ Ceremony Fee
- ☐ Venue
- ☐ Food and Drink
- ☐ Cars
- ☐ Photographer
- ☐ Videographer
- ☐ Flowers
- ☐ Cake
- ☐ Dress
- ☐ Accessories - shoes etc
- ☐ Groom Suit
- ☐ Bridesmaid dresses
- ☐ Best Man / Usher suits
- ☐ Hair and Make Up
- ☐ Rings
- ☐ Invitations / stationary
- ☐ Wedding Insurance
- ☐ Bridal party gifts
- ☐ Favours
- ☐ Wedding decorations
- ☐ DJ or Band
- ☐ Honeymoon
- ☐ Hen Party
- ☐ Stag Party
- ☐

## BUDGET AND NOTES





# WEDDING DAY SCHEDULE

## **DATE & PLACE -**

**Arrive** - Groom, Best Man and Ushers arrive at the ceremony first.

**Arrive** - Bridesmaids arrive at the ceremony before the Bride.

**Arrive** - Bride and Father of the Bride will arrive at the ceremony.

**Ceremony** - Ceremony will take place at your chosen time.

**Photos** - Bride and Groom will go with the photographer and guests will have a drink together.

**Wedding Breakfast** - Traditionally a three course meal but take a look at the different options available.

**Speeches** - Traditionally the father, Groom and the Best Man.

## **Cutting of the Cake**

**Party** - Guests will arrive for the evening reception.

**Dance** - First dance as a married couple! Guests may join in half way.

**Leave** - End your perfect day together married!



# VENUE CHECKLIST

- Pick a date
- Check venues in your area
- Research & visit venues
- Do they have your date available?
- Discounts for midweek / Winter?
- Do you need minimum numbers?
- What packages are available?
- Can you hold the Ceremony there?
- Check if suitable for photos
- Go to an open evening / wedding set up
- Catering - menu options
- Any other wedding that day?
- Deposit amount - is it refundable?
- Will there be enough parking?
- Are children allowed?
- Can you have decorations, confetti etc
- Are there rules for fireworks, candles etc
- When is the final payment due?
- Is there a corkage fee?
- Are there rooms to get ready?
- Are there rooms to stay overnight?
- When can everything be set up?
- Who do you contact with any questions?
- Will they be there on the day?
- Get everything in writing!

NOTES



# CEREMONY CHECKLIST

DONE

- Church or Private venue?
- What time would you like the wedding?
- Who will be in your bridal party?
- Who will have the role of giving away?
- Bride and Groom travel - Cars or staying at venue?
- Bridal party travel - cars?
- Photographer - Arrange photo styles that you want.
- Photos - Write a list of photos that you want.
- Choose ceremony music.
- Pick readings if needed.
- Who would you like to be witnesses?
- Have the rings ready.
- Have someone in charge of the rings on the day.
- Vows - Are you writing your own?
- Decorations - Chair covers, backdrop etc
- Flowers - Bouquets, Bridesmaids and buttonholes
- Flowers for the ceremony room
- Order of service - If needed
- Red carpet - sometimes the venue has this already
- Enjoy!!!





# WEDDING BREAKFAST CHECKLIST

- Guest numbers
- Choose from menu
- Pick a drinks package
- Pick theme / colour
- Music ( background )
- Head table
- Chair covers
- Centrepieces
- Backdrop
- Decorations - balloons, candles
- Cake
- Favours
- Table plan
- Name cards
- Table numbers / names
- Menus
- Table linen ( is it included? )
- Speech
- Gifts ( bridesmaids, best man )
- Card box / wishing well
- Children's area or table

NOTES



# EVENING RECEPTION CHECKLIST

- Guest numbers
- Room size
- Choose from buffet menu
- DJ / Band
- Other Entertainment
- Drinks
- Kids activities
- Candy cart
- Speech ( if needed )
- Transport - at the end
- Decorations - balloons, candles
- Cake - will it be cut?
- First Dance
- Hotel Rooms
- Photo Booth
- Guest Book and Pen
- Table linen ( is it included? )
- Gifts
- Card box / wishing well

## NOTES



RSVP



# Table Plan

Table -

Table -

Table -

Table -

Table -

Table -



# Suppliers

Company

Website



DATE -

# Wedding Things To Do List

ACTIVITY -

ACTIVITY -

ACTIVITY -

NOTES -



Date -

# Wedding Notes