

THE WEDDING PLANNER

Make sure to check off your list of must-do's before saying "I DO"



Nine Months of More Ahead:

- Announce your engagement and set the date
- Arrange for your families to meet if they haven't already
- Set a budget. (Include both sets of parents if they will be paying for any portion of the wedding.)
- Interview wedding planners if you'll be using one.
- Determine the type of wedding you want, including location, formality, time of day and number of guests
- Visit and reserve sites for the ceremony and reception.
- Consolidate all guest lists (bride's, groom's, brides family, groom's family) and organise as follows:
 1. Those we must invite
 2. Those we should invite
 3. Those we would like to invite
- Shop for your gown and schedule fittings.

Six to Nine Months Ahead:

- Interview officiants.
- Choose attendants and ushers.
- Shop for bridesmaids' and flower girls' dresses.
- Choose a photographer and/or videographer.
- Hire a florist.
- Select and book caterer.
- Select and book ceremony musicians.
- Select and book reception musicians or DJ.
- Sign up for dance lessons.

Four to Six Months Ahead:

- Order the wedding invitations, envelopes and thank-you cards.
- Complete the guest list. (Assume that 20 percent of the invites won't come.)
- Send "save-the-date" announcements and a list of nearby hotels in various price ranges to out-of-towners.
- Meet with officiant to discuss the ceremony. Hire a florist.
- Select and book caterer.
- Select and book ceremony musicians.
- Select and book reception musicians or DJ.
- Research nearby hotels in various price ranges to out-of-towners.
- Meet with the musician to select the music.
- Enroll in a bridal-gift registry.
- Make honeymoon plans and reservations. Compile all of the necessary travel documents (passports, birth certificates).

Two to Fours Months Ahead:

- Order the tuxedos for groom groomsmen, ushers and ring bearer.
- Meet with the caterer or banquet manager to discuss menus, service style and wine lists.
- Meet with florist to select flowers for centrepieces, bouquets, boutonnieres and arrangements for the ceremony.
- Order the wedding cake.
- Choose and order party favors.
- Schedule a time for the rehearsal.
- Arrange transportation from the ceremony to the reception for the two of you, your immediate families and the wedding party.
- Call the county clerk's office to find out about marriage license requirements.
- Shop for wedding bands.

Six to Eight Weeks Ahead:

- Mail your invitations (wedding and rehearsal dinner).
- Maintain a record of RSVPs and all gifts received. Send thank-you notes upon receipt of gifts.
- Select wedding extras: the guest book, ring pillow and, of course, something old, something new...
- Have programs printed for the ceremony.
- Do a hair and makeup run-through (with headpiece) Schedule hair appointments for you and your bridesmaids.

Two to Six Weeks Ahead:

- Make the seating chart for the reception.
- Give the caterer the final head count.
- Have your final dress fitting.

One Week Ahead:

- Pick up dress (and tuxedo) or have them delivered.
- Confirm all of your wedding and reception details.
- Place fees in envelopes to be given to musicians and officiant on the big day.
- Pamper yourself with a massage.
- Pack for the honeymoon.
- Put together a "ceremony survival kit", including extra hosiery, nail polish, scissors, aspirin, and needle and thread.
- Alert post office to hold your mail while you are on your honeymoon.

One Day Ahead:

- Get a manicure and pedicure.
- Go to the gym or take a long walk.
- Throw a bridesmaids luncheon and give each member of your wedding party a gift along with a personal note.
- Have the rehearsal dinner.

Your Wedding Day

- Give gifts to both sets of parents to thank them for their help and support.
- Enjoy your wedding.

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Your Budget Worksheet

Whether it's something borrowed or something new, this guide will help you tailor your budget for your big day

Reception 50%

$$\frac{\$}{\text{Total budget}} \times 0.5 = \frac{\$}{\text{for reception}}$$

Site fee	_____
Separate charge for ceremony	_____
Catering costs (tax, tip, etc)-	_____
Bar and beverages	_____
Wedding Cake	_____
Parking	_____
Transportation to and from reception	_____
Total	_____

Wedding Attire 10%

$$\frac{\$}{\text{Total budget}} \times 0.1 = \frac{\$}{\text{for attire}}$$

Wedding dress	_____
Headpiece/veil	_____
Lingerie	_____
Jewellery	_____
Wedding Rings	_____
Shoes/wrap	_____
Hair & Makeup	_____
For Bride	_____
For Bridal Party	_____
Secondary outfit change for bride	_____
Grooms ensemble	_____
Total	_____

Personnel 6%

$$\frac{\$}{\text{Total budget}} \times 0.06 = \frac{\$}{\text{for personnel}}$$

Wedding Planner	_____
Officiant Fee	_____
Attendant's gifts	_____
Wedding favours	_____
Marriage license	_____
Rehearsal dinner	_____
Outfit for bride	_____
Total	_____

Flowers 10%

$$\frac{\$}{\text{Total budget}} \times 0.1 = \frac{\$}{\text{for flowers}}$$

Ceremony-site flowers-	_____
Bridal bouquet	_____
Bridal party bouquets	_____
Boutonnieres for groomsmen	_____
Reception centrepieces	_____
Total	_____

Photography 10%

$$\frac{\$}{\text{Total budget}} \times 0.1 = \frac{\$}{\text{for photography}}$$

Photography	_____
Videography	_____
Wedding album package	_____
Total	_____

Stationery 4%

$$\frac{\$}{\text{Total budget}} \times 0.04 = \frac{\$}{\text{for stationery}}$$

Announcements/Save-the-date letter	_____
Invitations and enclosures:	_____
Thank-you notes	_____
Total	_____

Music 10%

$$\frac{\$}{\text{Total budget}} \times 0.1 = \frac{\$}{\text{for music}}$$

Ceremony	_____
Cocktail Hour	_____
Reception	_____
Band	_____
DJ	_____
Total	_____