

# The Ultimate WEDDING PLANNING Guide



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# Introduction

Hello!

Chances are if you are reading this you are recently engaged, so congratulations!! This is definitely an exciting time in your life, and my goal as a wedding planner is to make this process as fun and simple as possible for you, and I have created this Ultimate Wedding Planning Guide to help guide you through this crazy process.

Before you start diving into all the fun, I want to give you a few insider tips that I think will help you stay sane over the next year.

- 1.** Don't get bogged down by the timeline. So often I see couples getting stressed because they don't have EVERYTHING done when it is listed on the timeline. Let me tell you a secret, that's ok! Use it as a guide, not the end all be all.
- 2.** Focus on finding and booking ONE vendor at a time. When you approach your wedding one thing at a time, it is going to seem MUCH easier.
- 3.** Don't over think everything. If something feels right, go with it! We find that the most stressed couples are the ones who can't make up their minds and get too bogged down by every little decision.
- 4.** Remember – All the details and décor are important, but don't forget what the day is about. No matter what happens or what things look like, you will still be married at the end of the day, and your wedding will still be an unbelievable experience.
- 5.** Don't be afraid to ask for help! I am here to answer any and all questions that come your way, and am here to make your life as a bride fun and easy!



Cheers!  
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# Wedding Planning Checklist

## 12+ Months

- ☐ *Arrange for families to meet*
- ☐ *Choose your wedding date - or at least select a general timeframe (month, etc)*
- ☐ *Start creating a mood boards in Pinterest. This will help determine your wedding style*
- ☐ *Determine who will contribute to your wedding budget and how much they will contribute*
- ☐ *Create a preliminary guest list*
- ☐ *Discuss and set a wedding budget*
- ☐ *Start researching wedding planners*

## 9-10 Months

- ☐ *Book your wedding planner*
- ☐ *Research and book your ceremony venue*
- ☐ *Research and book your reception venue*
- ☐ *Choose your bridal party and invite them to be apart of the big day*
- ☐ *Finalize the guest list and begin collecting addresses*
- ☐ *Start your wedding website*
- ☐ *Start your gift registry*
- ☐ *Make arrangements for out of town guests: Hotel room blocks*
- ☐ *Begin shopping for your wedding dress*
- ☐ *Research and book your Photographer*

## 6-8 Months

- ☐ *Research caterers and begin requesting preliminary menu proposals*
- ☐ *Schedule menu tastings and book your caterer*
- ☐ *Review bar menu suppliers and book your bartending company (if necessary)*
- ☐ *Research and book your ceremony, cocktail and reception entertainment*
- ☐ *Research and book your videographer*
- ☐ *Begin researching honeymoon options*
- ☐ *Select your bridesmaid dresses and have your bridesmaid's schedule their fittings*
- ☐ *Research and order your Save The Dates*
- ☐ *Discuss ceremony and reception layout options, and discuss equipment options / preferences*
- ☐ *Research rental companies and book any necessary rentals (tables, chairs, lighting, dance floor, etc)*
- ☐ *Research floral designers, and book your floral designer*
- ☐ *Research and book your bridal party and guest transportation*

## 4-5 Months

- ☐ *Confirm who needs wedding day styling, and research and book your hair and makeup team*
- ☐ *Research bakery options, go cake tasting, and book your wedding cake vendor*
- ☐ *Research and book your rehearsal dinner location*
- ☐ *Make honeymoon reservations*
- ☐ *Book your engagement photos and utilize your hair and makeup trial*
- ☐ *Book your wedding night accommodations*
- ☐ *Research stationery designers and order your wedding invitations*
- ☐ *Research and book your wedding officiant*
- ☐ *Purchase wedding bands*
- ☐ *Select Groom and groomsmen attire*

## 2-3 Months

- ☐ *Book your day of / month of coordinator (If you didn't book a full service coordinator)*
- ☐ *Send out your wedding invitations and create a system for tracking RSVPs*
- ☐ *Purchase wedding day accessories (veil, jewelry, shoes, etc)*
- ☐ *Begin writing your vows and working on the ceremony script*
- ☐ *Schedule all your final meetings with vendors (ie. Photographer, DJ, Caterer, etc)*
- ☐ *Begin planning your bachelorette and bachelor parties!*
- ☐ *Start finalizing the wedding day stationery (programs, menus, place cards, etc)*
- ☐ *Begin working on your wedding day timeline*
- ☐ *Schedule your wedding dress fitting and begin working with alterations*
- ☐ *Select wedding gifts for your family and bridal party, and favors for your wedding guests*
- ☐ *Make any necessary arrangements for the morning after brunch*

## 5-6 Weeks

- ☐ *Schedule a appointment to acquire your marriage license*
- ☐ *Finish tracking RSVPs and call any pending guests*
- ☐ *Finalize your wedding day timeline*
- ☐ *Finalize your photography shot list and music playlist (including specialty songs)*
- ☐ *Schedule all your final meetings with vendors (ie. Photographer, DJ, Caterer, etc)*
- ☐ *Attend your dress fitting*
- ☐ *Purchase any final wedding day items (Guest book, toasting glasses, cake cutting utensils, etc)*
- ☐ *Confirm all your honeymoon plans*
- ☐ *Have a final walk though of the ceremony and reception space*
- ☐ *Finalize your ceremony order (who will be walking with who)*

### 3-4 Weeks

- ☐ *Confirm all final payments with your vendors*
- ☐ *Finalize all your wedding day stationery*
- ☐ *Provide timeline, final guest count, and diagrams to all vendors*
- ☐ *Begin working on the seating chart*
- ☐ *Adjust any orders that were affected by the final guest count (catering, floral, rentals, etc)*
- ☐ *Assign any wedding duties / responsibilities to your bridal party*
- ☐ *Break in your wedding day shoes!*
- ☐ *Set any final beauty appointments*

### 1-2 Weeks

- ☐ *Make all final payments*
- ☐ *Have your final fitting*
- ☐ *Pack your bags for both the wedding night and the honeymoon*
- ☐ *Organize all your wedding décor into labeled boxes*
- ☐ *Show your bridesmaids how to bustle your dress and be sure to practice!*
- ☐ *Reconfirm all wedding details are finalized*
- ☐ *Break in your wedding day shoes!*
- ☐ *Set any final beauty appointments*

### Day Before & The Wedding Day

- ☐ *Rehearse the ceremony & review any necessary information*
- ☐ *Enjoy the rehearsal dinner*
- ☐ *Relax and get ready for an amazing and unforgettable day!!!*





# The Budget

Creating a wedding budget is one of the very first things you are going to want to do after you get engaged. This is going to help keep you on track and help guide you to all of the right vendors. With that being said, the average cost of wedding in the United States is around \$26,000, while the average cost of a wedding in San Diego (and Southern California) rings in around \$37,000. Wait what?! \$37,000?! Yes, I know it can be a little overwhelming at first, but it's important to be realistic and to know what to expect.

## 1 Do Your Research

As tempting as it can be to pull a number out of thin air, don't do it!! Before you set a budget, you need to do your research to get an idea of what everything costs. For example, you don't want to budget \$1,000 for a photographer, only to find out that the average price in your area is \$5,000.

## 2 Create An Estimated Guest List

While this may seem like common sense, it is often a very overlooked step. The price of a 250 person wedding is going to vary greatly from that of a 50 person wedding. Having an idea of the number of guests you are expecting is going to help you budget more accurately.

## 3 Talk To Your Family

As uncomfortable as the conversation may be, you need to talk to your parents and find out how much they are willing to contribute. Knowing this information up front will give you a better idea of how much you will be able to spend on the big day, and will eliminate any surprises down the road.

## 4 Prioritize

Make a list of your top wedding priorities and allocate the majority of your budget to these categories. Then, make list of your least important priorities. These are places you will be able to save.

# Budget Spreadsheet

**TOTAL BUDGET:** \$ \_\_\_\_\_

WEDDING PLANNER		
EXPENSES	BUDGET	ACTUAL
Coordination & Design Fee	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

BRIDE'S ATTIRE		
EXPENSES	BUDGET	ACTUAL
Wedding Gown	\$ _____	\$ _____
Alterations	\$ _____	\$ _____
Shoes	\$ _____	\$ _____
Jewelry	\$ _____	\$ _____
Veil	\$ _____	\$ _____
Garter	\$ _____	\$ _____
Lingerie	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____



MEN'S ATTIRE		
EXPENSES	BUDGET	ACTUAL
Suite   Tuxedo	\$ _____	\$ _____
Groom's Accessories ( <i>Shoes, Tie, Pocket Square, Cuff Links, etc</i> )	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

BEAUTY		
EXPENSES	BUDGET	ACTUAL
Wedding Day Hair and Makeup	\$ _____	\$ _____
Hair and Makeup Trial	\$ _____	\$ _____
Bridal Party Hair and Makeup	\$ _____	\$ _____
Manicure   Pedicure	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

WEDDING VENUES		
EXPENSES	BUDGET	ACTUAL
Ceremony Venue Rental	\$ _____	\$ _____
Reception Venue Rental	\$ _____	\$ _____
Venue Required Liability Insurance	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

RINGS		
EXPENSES	BUDGET	ACTUAL
Bride's Wedding Band	\$ _____	\$ _____
Groom's Wedding Band	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

STATIONERY		
EXPENSES	BUDGET	ACTUAL
Save The Dates	\$ _____	\$ _____
Invitation Suites	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Ceremony Stationery ( <i>Program, etc</i> )	\$ _____	\$ _____
Reception Stationery ( <i>Menus, Table Numbers, Place Cards, etc</i> )	\$ _____	\$ _____
Guest Book & Pen	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

OFFICIANT		
EXPENSES	BUDGET	ACTUAL
Officiant	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
Marriage License	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

PHOTOGRAPHY   VIDEOGRAPHY		
EXPENSES	BUDGET	ACTUAL
Photography	\$ _____	\$ _____
Videography	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
Photo Booth	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

FOOD & BEVERAGE		
EXPENSES	BUDGET	ACTUAL
Catering & Service Fee	\$ _____	\$ _____
Beverage & Service	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

CAKE		
EXPENSES	BUDGET	ACTUAL
Cake	\$ _____	\$ _____
Cake Stand	\$ _____	\$ _____
Cake Topper	\$ _____	\$ _____
Cake Knife & Server	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

ENTERTAINMENT		
EXPENSES	BUDGET	ACTUAL
Ceremony Entertainment	\$ _____	\$ _____
Cocktail Hour Entertainment	\$ _____	\$ _____
Reception Entertainment	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

TRANSPORTATION		
EXPENSES	BUDGET	ACTUAL
Bridal Party Transportation	\$ _____	\$ _____
Guest Transportation	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

RENTALS		
EXPENSES	BUDGET	ACTUAL
Equipment Rentals <i>(Tables, Chairs, Dishware, Lighting, Dance Floor, etc)</i>	\$ _____	\$ _____
Linen	\$ _____	\$ _____
Specialty Rentals <i>(Lounges, Vintage Rentals, etc)</i>	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

FLORAL		
EXPENSES	BUDGET	ACTUAL
Bouquets	\$ _____	\$ _____
Boutonnieres	\$ _____	\$ _____
Family Flowers	\$ _____	\$ _____
Ceremony Floral	\$ _____	\$ _____
Cocktail Floral	\$ _____	\$ _____
Reception Floral	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

FAVORS & GIFTS		
EXPENSES	BUDGET	ACTUAL
Parent Gifts	\$ _____	\$ _____
Bridal Party Gifts	\$ _____	\$ _____
Guest Favors	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

REHEARSAL DINNER		
EXPENSES	BUDGET	ACTUAL
Catering & Service	\$ _____	\$ _____
Rehearsal Dinner Décor	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

BRUNCH		
EXPENSES	BUDGET	ACTUAL
Catering & Service	\$ _____	\$ _____
Gratuity	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

TRAVEL & ACCOMMODATIONS		
EXPENSES	BUDGET	ACTUAL
Airfare	\$ _____	\$ _____
Accommodations	\$ _____	\$ _____
Rental Car	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____

HONEYMOON		
EXPENSES	BUDGET	ACTUAL
Airfare	\$ _____	\$ _____
Accommodations	\$ _____	\$ _____
Rental Car	\$ _____	\$ _____
Activities	\$ _____	\$ _____
Food & Drink	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____



# Creating The Guest List

Now that you have tackled your budget it's time to jump into another daunting task: Creating your guest list. Below you will find step-by-step instructions on how to complete this overwhelming task.

1

## Determine the Ideal Number Of Guests

First and foremost you need to determine how many guests you wish to invite. Are you planning on having a small intimate wedding of 50, or are you going all out and inviting your 300 closest friends?

2

## Split Up The Guest List

Once you have decided on this magic number, I recommend you split the guest list between you as a couple (who should be responsible for 50%) and each of your parents (who should each be responsible for 25%). For example, if you decide on 100 guests, you and your fiancé would choose 50 guests and each of your parents would choose 25 guests. I've learned that this helps prevent any arguments/issues regarding the number of people your family chooses to invite, and helps you better manage the guest list.

3

## Brainstorm Your Part Of The Guest List

While you and your fiancé are together responsible for half of the guest list, I recommend you create separate lists of **EVERYBODY** you would like to attend your wedding and then combine them. Yes, this is going to be a long list, but is a great way to ensure nobody is forgotten.

4

## Create an "A", "B" and "C" List

Now that you have created a list that most likely exceeds the number of allotted guests, start grouping people into 3 categories. First create a "A" list of people who will definitely be invited. This is typically immediate family and close friends. Next create a "B" list. This list will include all the people you would like to attend your wedding, and typically includes friends and co-workers. Finally, create a "C" list. This is the group you don't necessarily want to invite but feel like you should. It often includes distant relatives, co-workers, and those you worried about inviting.



# Finding The Venue

Planning your wedding is going to feel very overwhelming until you get your venue set in stone. Once this is booked, I promise, everything else will come a little bit easier. Before you should even look into venues you should have already done the following:



- 1. Set a budget**
- 2. Created the guest list**
- 3. Chosen a date (or at least a general time frame)**
- 4. Have a general idea of your style wedding**
- 5. Have booked a wedding planner (if you are wanting to book a full service planner)**

## Now, how in the world do you FIND a venue?!

- 1. With the help of a wedding planner**
- 2. Lots and lots of RESEARCH**

There are many helpful websites out there to help you get started. A few of my favorite and listed below:



[www.wedding-spot.com](http://www.wedding-spot.com)

[www.herecomestheguide.com](http://www.herecomestheguide.com)

[www.venuereport.com](http://www.venuereport.com)

## Tips

- 1. Selecting a venue you LOVE** will prevent you from having to bring in as much décor, and may save you quite a bit of money down the road.
- 2. Don't JUST compare the cost of one venue to another.** This is often like comparing apples to oranges. For some venues you will be paying solely for the event space, while others will provide some rentals (tables/chairs/linen), while others will waive the rental fee and require you to use their catering, etc. Be sure to keep this in mind while you are comparing pricing, and don't rule out any venues too soon. Sometimes the "cheapest" option isn't really the cheapest.
- 3. Consider choosing a venue that is sentimental or that adds to your love story!** Think the museum you met, or the winery where you got engaged, or a local hotel where you take all your stay-cations!



# List Of Questions To Ask Venues

1. What dates are available in the month I'm considering?
2. How many people can each space accommodate?
3. What is the rental fee and what is included in that price? Is there a discount for booking an off-season date or Sunday through Friday?
4. What are the deposit terms? When is it due and is it refundable? What's the payment plan for the rest of the bill?
5. Is there space to hold a ceremony? Is there an additional charge? Is the ceremony site close to the reception site? Is there a bride's changing area?
6. What is the cancellation policy?
7. What's your weather contingency plan for outdoor spaces?
8. How many hours do I get the space? Is there a fee if I stay longer? Is there a minimum or maximum rental time?
9. Are there decoration guidelines/restrictions? Can I move things around or do I have to leave everything as is? Can I use real candles?
10. How much time will I have for décor setup?
11. Do you have an in-house caterer or do I have the option of using an outside caterer? If I hire my own caterer, are kitchen facilities available for them?
12. Are tables, linens, chairs, plates, silverware and glassware provided?
13. Can I bring in a cake or must I use a cake made on the premises? Is there a cake-cutting fee? If I use a cake made on site is the fee waived? Do you provide special cake-cutting utensils?
14. Are you licensed to provide alcohol service? If so, is alcohol priced per person? By consumption? Are there additional charges for bar staff? Is there a bar minimum that must be met before the conclusion of the event? What is the average bar tab for the number of people attending my event?
15. Can I bring my own wine, beer or champagne, and is there a corkage fee if I do? Can I bring in other alcohol?
16. Are there restrictions on what kind of music I can play, or a time by which the music must end? Can the venue accommodate a DJ or live band?
17. Is there parking on site? If so, is it complimentary? Do you offer valet parking, and what is the charge? If there is no parking on site, where will my guests park? Are cabs easily accessible from the venue? ? If a shuttle service is needed, can you assist with setting it up?





# Favorite Venues

**Venue #1:** \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Number Of Guests: \_\_\_\_\_

Ceremony Space we Liked Best: \_\_\_\_\_

Reception Space We Liked Best: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Pros | What We LOVED about the Venue: \_\_\_\_\_

Cons | What We DISLIKED about the Venue: \_\_\_\_\_

**Venue #2:** \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Number Of Guests: \_\_\_\_\_

Ceremony Space we Liked Best: \_\_\_\_\_

Reception Space We Liked Best: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Pros | What We LOVED about the Venue: \_\_\_\_\_

Cons | What We DISLIKED about the Venue: \_\_\_\_\_

**Venue #3:** \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Number Of Guests: \_\_\_\_\_

Ceremony Space we Liked Best: \_\_\_\_\_

Reception Space We Liked Best: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Pros | What We LOVED about the Venue: \_\_\_\_\_

Cons | What We DISLIKED about the Venue: \_\_\_\_\_

**Venue #4:** \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Number Of Guests: \_\_\_\_\_

Ceremony Space we Liked Best: \_\_\_\_\_

Reception Space We Liked Best: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Pros | What We LOVED about the Venue: \_\_\_\_\_

Cons | What We DISLIKED about the Venue: \_\_\_\_\_



# Wedding Coordinator

Deciding whether a wedding coordinator is the right fit for you can be a tough choice, especially since a full service planner is not right for everyone. For example, if you are looking to keep your costs very low, and are want very small, diy wedding, then a full service coordinator probably isn't for you. On the contrary, if you are busy, want a very cohesive design, and don't want to be stressed out, then a full service planner may be the best investment you make. Find out why!

1

## SAVE YOU TIME & MONEY

Planners are full of creative ideas, endless etiquette advice and have a little black book filled with reliable vendors. Why spend hours researching ideas or vendors when your wedding planner can quickly send brilliant ideas and get you in touch with reliable vendors in your price range? They will also know reliable vendors within your budget and will prevent you from spending money where you don't need to.

2

## RELIEVE STRESS

Planning a wedding can be stressful and overwhelming, but planners are pros at walking you through the process and making it enjoyable – NOT stressful. Let them create your timeline, design your wedding, create your budget, set up vendor meetings, negotiate rates and anything else that would create stress.

3

## TURN YOUR DREAM INTO REALITY

Most brides have been envisioning their wedding their whole lives. A wedding planner can easily help you focus your ideas, and has the expertise and resources to help turn them into a reality.

4

## MEDIATE

With all the moms, sisters and best friends out there, it can be difficult for a couple to remember that it is THEIR wedding! Wedding planners deal with this often and are great mediators. They will have no problem jumping in to those difficult family situations.

5

## ALLOW YOU TO ENJOY YOUR WEDDING

If nothing else, hire a "day-of" wedding planner! No bride wants to be running around and stressing on her wedding day. Let a planner take on that role, so you can enjoy the biggest day of your life! It's the one event you plan that you should be the VIP guest, not the hostess.



## Option 1

# Types Of Wedding Coordination

**DAY OF | MONTH OF COORDINATION** | *Average Pricing: \$1,000 - \$1,800*

### ***Brief Overview:***

- If you choose to hire a month of planner, you, as the bride, will be taking the lead and planning all aspects of your wedding. Your Day/Month of planner will then jump in about a month prior to the wedding to help you tie together loose ends.
- I recommend this for ALL couples!! After all the work and effort you are putting into your wedding day, you want to be sure you are able to ENJOY it.

### ***What This Package Should ALWAYS Include:***

- Timeline creation
- Ceremony + reception walk through
- Communication with your vendors AT LEAST one week prior to the wedding
- Coordination of your wedding rehearsal
- FULL wedding day coverage
  - This should begin hours prior to the wedding ceremony and should last through the very end of the event
  - Many planners you find may have a set number of hours they will be present and/or will leave after dinner service
- Lead Wedding Planner + Wedding Day Assistant
  - You ALWAYS need two people present on a wedding day to handle any unexpected obstacles

**PARTIAL COORDINATION** | *Average Pricing: \$2,200 - \$3,500*

### ***Brief Overview:***

- Exactly what is included in the package will vary greatly by planner, but I have noticed two main trends:
- Some planners will use partial coordination as a way to guide couples through the entire planning process. Think of this like your automated "to-do" list. Your planner will be telling you EXACTLY what you need to do, and you do it.
- Other planners use partial coordination to apply to couples who come to them part way through the planning process. They have already booked their venue, photographer, and caterer and now realize they need a coordinator. From this point forward, you would be receiving full service coordination

### ***What To Be Aware Of:***

- Be sure you are getting VERY specific guidelines as to what is included. Because everyone's package is so different, this package can easily become a package filled with "that's not included" surprises.



## Option 2

## Option 3

### FULL SERVICE COORDINATION | *Average Pricing: \$3,800 - \$7,000*

#### ***Brief Overview:***


- A full-service wedding planner is going to be working with you through the ENTIRE planning process. They will be assisting you with budgeting, getting you in touch with the best suited vendors, assisting with creating the "look and feel" of your wedding and will be handling all the nitty gritty details and logistics

#### ***Things To Note:***

- Once again, get a very specific idea of what is included in the package. Some planners will essentially be guiding you through the process (similar to other's partial coordination), while others will become the main point of contact for all your vendors, making your life as a bride MUCH easier.
- Many planners receive discounts from other vendors (especially rental companies!), and are able to pass these discounts on to their clients.
- Book a full service planner early, so they are able to fully guide you through the entire process and get you in touch with the best vendors for your style and budget. It's some times difficult for us to help you if you already have most vendors booked
- Does it include design? Some planners focus solely on planning, while others may also double as designers. Be sure to ask if this is included.
  - If they offer design, they may be slightly pricier.
- Do your research!
- Ask to look at galleries of their REAL WEDDINGS. Many planners are getting into the industry and filling their galleries with styled shoots. These are great to showcase what they CAN create, but it's important to also see their work from actual events.
- Really look at their reviews. Do ALL their review talk about how they are an amazing day-of wedding planner or do they have couples also talk about their planning experience?

#### ***What if I am finding vendors who's pricing is significantly lower than these averages?***

I strongly urge you to be cautious of these wedding planners. While they may be extremely creative and caring people, chances are they are newer to the industry and lack the experience of professional planners. There is SO much expertise to being a planner that is learned with experience, such as how to create the best wedding day flow, knowing the best vendors to work with and understanding how to handle unexpected situations. While I personally don't feel your wedding day is the best day to price shop, if you are on a extremely tight budget, and must go with one of these planners, I encourage you to find out their background. Have they been in the event industry for a number of years and are now just branching out on their own? Or did they just finish planning their own wedding and now have taken on the role of a professional wedding planner? Having this insight into their background will allow you to make a more educational decision.



# Photography

I will be the first to tell you that photography is typically a top priority for every couple. After all the time and effort you are putting into your wedding, the amount of money you are spending on your dress, and the fact that these photos will be hung up for generations to come, means you are going to want quality photos!

Now, how in the world do you find that perfect photographer? Especially since there seems to be a NEVER ending list of them?!

1

## USE PREFERRED VENDORS

Both your venue and coordinator are going to have wonderful preferred vendor lists that are going to be a great starting place!

2

## SEARCH SOCIAL MEDIA

I highly suggest Instagram for this one. Search #sandiegoweddingphotography (Sub in your wedding city) and see what pops up. Take a look at some of these photographers and see who's page and general aesthetic you are most drawn toward. Once you do this, be sure to check out their actual website and reviews to ensure they are established and seem like a quality vendor!

3

## CHECK REVIEWS

Before reaching out to any vendor, be sure they have great reviews! You don't want to miss this and end up with a horrible experience! (As much as I hate to say it, this DOES happen!)

4

## REACH OUT FOR AVAILABILITY AND PRICING

Once you have a list of 5-6 photographers you reach out to ensure they are available and in your price range.

5

## NARROW YOUR SEARCH & SET MEETINGS

Set in person meetings with your favorite three, and base your final decision off of who you click with best! You are going to be spending A LOT of time with your photographer, and if you don't feel comfortable with him/her your photos aren't going to turn out as well as you hope.





# Photography Shot List

If you hired an awesome photography, this is the full list of photos they are already planning on taking the day of your wedding. With that being said, it's important for you to have an idea of everything that will be shot, and you should place emphasis on photos that are extra important to you.

## GETTING READY PHOTOS

*Be sure to have all your details ready when your photographer arrives. (Wedding dress, jewelry, shoes, wedding invitations, etc) This will ensure you get photos of these items and will make everyone's lives easier.*

- Bridals Wedding Dress and Bridesmaid's Dresses
- Bouquets
- Wedding Invites
- Engagement Rings and Wedding Bands
- Bride's Shoes
- Bride's Jewelry
- Other Bridal Accessories
- Bride Getting Makeup done
- Bridesmaids getting makeup done
- Bridesmaids helping the Bride into her dress
- Father seeing Bride in her dress
- Mother helping the Bride into her dress
- Bride putting on veil
- Boutonnieres
- Groom and groomsmen putting on ties
- Groom and groomsmen putting on suite jackets
- Groom and groomsmen getting on boutonnieres
- Bride | Groom gifts

## PHOTOS BEFORE THE CEREMONY

- Bride and Groom First Look!
- Bride portraits
- Bride with bridesmaids
- Bride with individual bridesmaids
- Groom with all bridesmaids
- Groom portraits
- Groom with all groomsmen
- Groom with individual groomsmen
- Bride with all groomsmen
- Bride, groom, maid or honor and best man
- Bride and groom with entire bridal party
- Bride and groom with flower girl and ring bearer
- Bride and groom portrait

## PHOTOS FOR AFTER THE CEREMONY | FAMILY PHOTOS

*Be sure to make a detailed list of family photos, including everyone's names. This will make your photographer's job easier, and will make family photos go quickly on the wedding day. It will also ensure nobody gets overlooked.*

- Bride and Groom with Bride's parents
- Bride and Groom with Bride's immediate family
- Bride and Groom with Bride's siblings
- Bride and Groom with Groom's parents
- Bride and Groom with Groom's immediate family
- Bride and Groom with Groom's siblings

- Bride and Groom with both sets of parents
- Bride, Groom with all siblings
- Bride and Groom with Bride's Grandparents
- Bride and Groom with Groom's Grandparents
- Bride and Groom with Bride's extended family
- Bride and groom with Groom's extended family
- Bride and Groom Portraits

## CEREMONY DETAILS

- Ceremony before guests arrive
- Detail shots of the ceremony (arch, chairs, programs, aisle décor, etc)
- Wedding party walking down the aisle
- Parents walking down the aisle
- Grandparents walking down the aisle
- Bride walking down the aisle
- Groom's face as Bride walks down the aisle
- Ceremony traditions (unity candle, etc)
- Vows
- Ring Exchange
- First Kiss
- Both sets of parent watching the ceremony
- The recessional
- Signing of the marriage license

## RECEPTION DETAILS

*Don't forget about the detail shots!! You put SO much time and effort into picking out the perfect linen, place cards, favors, etc. Be sure your photographer gets LOTS of shots of them. This is often one of the most missed aspects I see in photography. Also, let your photography know that they can move things around in order to get a better / more creative shot! They should approach details of a wedding like they do details at a styled shoot.*

- Reception site before guests arrive
- Guest Book
- Place card table / seating chart
- Tablescapes
- Place settings
- Favors
- Floral Arrangements and Centerpieces
- The Cake
- The headtable
- Bride and Groom's Grand Entrant
- Bride and Groom talking to guests
- First Dance
- Parent Dances
- Toasts
- Cake Cutting
- Bouquet and Garter Toss
- The Getaway!



# Videography

There are two surprising statistics about videography that you should be aware of, especially if you are on the fence about hiring a videographer.

1

## **IT'S THE FIRST THING TO GET CUT FROM THE BUDGET**

*This isn't usually too big of a surprise, as it technically isn't a necessity*

2

## **NOT HAVING VIDEO IS ONE OF THE TOP REGRETS OF COUPLES**

### ***WHY DO COUPLES REGRET NOT HIRING A VIDEOGRAPHY FOR THEIR WEDDING DAY?***

I hate to tell you this, but your wedding day is going to FLY by, and you aren't going to remember half of it. As much as you are going to want to absorb every moment, there is just SO much going on and such a flood of emotion, that it isn't possible. You may want to remember everything your maid of honor said in her heart felt speech, but chances are, it's not all going to stick. If you are on the fence about hiring a videographer I say go for it! (or wait until everything else has been booked, and if you can afford it, go for it!) Photography is amazing, but it doesn't capture the same element of emotion that video can. Videography will allow you to fully re-live the day...and I will be willing to bet that your kids are going to love watching it some day down the road.



# Food and Beverage

*Choosing your caterer and bar service provider are important decisions, as they are the biggest things your guests will remember. After all, a full guest is a happy guest.*

## CATERING TIMELINE

- **9-12 Months:** Research catering options
- **9-12 Months:** Review catering options and schedule tastings
- **9-12 Months:** Book your caterer
- **6-8 Months:** Finalize the menu and all service details
- **6-8 Months:** Design place settings and determine additional rental needs (chargers, glassware, napkin folds, etc)
- **6-8 Months:** Confirm and order and catering equipment needs for all items NOT covered by your caterer
- **5-6 Weeks:** Provide a timeline and layout to caterer and confirm their arrival and set up schedule
- **3-4 Weeks:** Notify your caterer of you final guest counts, the number of each meal, and the number of guests per table



### Tips

**1.** Think outside of the box! Do you are your fiancé frequent a local restaurant? Consider having them cater!


**2.** Never limit yourself strictly to a caterer's menu. Be creative with your wedding menu and create something that screams "YOU."

Everything you see on a catering guide is fully customizable, and most caterers can prepare anything you have in mind.

**3.** Be sure you know exactly what is included in their pricing. Much like searching for a venue, catering costs can also be comparing apples to oranges. For example, some will include things such as dishware, bussers, water service for your tables, cake cutting etc, while other catering companies many not include these unless you specifically ask for them.

**4.** If your venue requires you to use their catering service, your life will be MUCH simpler. You won't need to find an outside caterer, and your venue will handle the majority of the logistics for you. An outside caterer definitely gives you more freedom, but requires more direction.





# Catering Terms

**TRAY PASSED** | A server will walk through your event with trays of hors'd'oeuvres during cocktail hour.

**STATIONERY HORS' DEOUVRE** | A catering company will set up a self-serve table with hors'd'oeuvres for your guests to eat. This is often items such as a cheese and charcuterie board or fruit display that cannot easily be tray passed.

**PLATED** | A type of dinner service where your guests stay in their seats and are served a multiple course meal. (similar to a restaurant). Pricewise, this will generally be the most expensive service type as it requires the most labor to execute.

**BUFFET** | "Cafeteria" style. All your guests will get up, grab a plate, and fill their plate! The perk of a buffet is that it allows your guests variety, and allows them to fill their plate with exactly what they choose.

**STATIONS** | These are becoming more and more popular! With stations, your caterer will set up two to three "stations" with different food options. Often times these are more interactive, and are themed. For example, you could have a fish taco station, a Mediterranean station and a gourmet mac and cheese station! With stations, the food is traditionally cooked behind the station, and guests still serve themselves.

**SMALL BITES** | This is very similar to a station, but instead of your guests serving themselves, there is a chef plating up small plates for each of the guests.

**FAMILY STYLE** | This is an up and coming food trend, where food is served on platters and set on each table. Guests will then pass the platters and serve themselves, much like they do in their homes.

**SERVICE CHARGE** | This is the dreaded fee associated with catering contracts that ranges from about 18% - 25% of the total cost. Often times this is NOT the gratuity. It is an extra fee to cover things such as their admin cost, day to day operating cost, equipment repairs, etc. On top of this fee, it is still customary to tip the wedding day event staff. With that being said, be sure to check your contract, as some will specifically notate that gratuity is included.

**BANQUET EVENT ORDER aka BEO** | This is the document your caterer will create with all the details of your day. It will serve as their guideline to execute and communicate logistics to all employees involved. Be sure to check this document thoroughly prior to your wedding.

A photograph of a wedding couple in a desert landscape. The groom is wearing a white shirt and suspenders, and the bride is in a white wedding dress holding a bouquet. They are walking through dry, scrubby vegetation with mountains in the background. The title 'A List Of Questions To Ask Caterers' is overlaid in a large, black, cursive font.

# *A List Of Questions To Ask Caterers*

1. Have you done events at my location? If not, are they able to accompany you to a site visit so they are familiar with the property prior to your big day?
2. Will I need any permits for my event? If so, will you handle obtaining them?
3. Will you provide a banquet manager to coordinate the meal service or an on-site coordinator who will run the entire event?
4. Given my budget, guest count and event style, what food choices would you recommend? Do you specialize in a certain cuisine?
5. Do we have to work off a preset menu, or are we able to customize a menu for our event?
6. Can you accommodate dietary restriction, such as kosher, vegan, etc?
7. What décor do you provide for appetizer stations or buffet tables?
8. How much do you charge for vendor meals?
9. How much do you charge for children's meals?
10. Are you able to provide a cake? Is this included in your pricing?
11. If we choose an outside bakery, is there an additional cake cutting fee?
12. Do you do food tastings and is there an extra charge for this?
13. Do you handle rental equipment such as tables, chairs, etc? If so, are we able to select upgraded options, such as chivari chairs, lounge furniture, etc?
14. What types of linens, glassware, plates and flatware do you provide? Is that included in the price?
15. Do you take all the trash with you when you leave at the end of the day?
16. If there is leftover food from my events, can we have it wrapped up for guests to take home or have it delivered to a local shelter?
17. How is your pricing broken down? (food, bar, cake-cutting, labor, tax, gratuity)
18. Are there any fees that won't be included in the proposal that we should be aware of?
19. What happens if my event runs later than the contracted time? Are there additional fees?
20. When is my final guarantee due?
21. How much is the deposit? When is the final payment due?

# Beverage Terms

**OPEN or HOSTED BAR** | You as a couple are paying for all the alcohol consumed at the bar. This is typically charged at a per person price before the wedding. This is perfect for groups of big drinkers.

**CORKAGE FEE** | Some bartending companies / hotels will allow you to provide your own bottles of wine, but will charge you a fee to open them.

**CHARGED ON CONSUMPTION** | For this option, you as the couple, will only pay for the alcohol that is actually consumed. This is perfect for groups that aren't huge drinkers. You can also put a 'cap' dollar amount on the bar, and once you hit the total amount you want to host, the bar will switch to a cash bar.

**CASH BAR** | Your guests are required to pay for each drink they consume

**BYO** | Bring your own alcohol. Some bartending companies will allow you to provide all the alcohol. With this package, you pay for the bartender (and sometimes the mixers!). This tends to be the most cost effective, but is one more thing that you will need to worry about the weeks leading up to your wedding.

1. Do you provide alcoholic beverages and bartenders? Can you accommodate specialty cocktails?

2. Can we provide the alcohol and you provide the bar labor?

3. Do you charge a corkage fee if we provide our own wine or champagne?

4. How do you charge for beverages? Is it per person or by consumption? Which would be most cost effective for us?

5. Is the champagne toast included in your meal packages or is it extra?

6. Will your staff serve wine with dinner?

# Beverage Questions



# Cake & Dessert

One of the most fun parts of planning a wedding is cake tasting! At least that's my opinion! I also have found that this is a great way to get your groom involved in the planning.

## TIMELINE

- **6 – 8 Months:** Discuss cake preferences (ie. Style, flavors, etc)
- **6 – 8 Months:** Research bakery options
- **4 – 5 Months:** Schedule your cake tastings
- **4 – 5 Months:** Book your baker
- **2 – 3 Months:** Purchase a cake topper and cake cutting utensils
- **3 – 4 Weeks:** Adjust your cake order and confirm delivery time



## Tips

- 1.** Start a pinterest board for cakes! Search for ones that you love and that seem to fit the overall aesthetic you are looking for. Believe it or not, a cake can serve as a focal point for your wedding.
- 2.** If you don't like cake, don't get a large cake for everyone! Consider a small cake for the cake cutting, and opt for you and your fiancés favorite dessert – think donuts, churros, gelato, etc. The options are truly endless.
- 3.** Be sure to consider the weather. If you are having an outside wedding you don't want to place the cake in direct sunlight, as the last thing you want is a melted cake.
- 4.** Know your frostings. Buttercream is one of the most delicious frostings, but many people love the look of fondant, as you can do MUCH more with it in terms of design.
- 5.** One option for topping the cake is a cake topper, but many couples are now choosing to top their cake with floral to really tie their wedding look together.



# Floral Design

Picking a floral designer for your big day should consist of MUCH more than e-mailing florists asking about pricing. Believe it or not, there are SO many different types of floral out there, and each and every floral designer has his/her own style. If you showed 3 floral designers the same pinterest board, you would end up with three VERY different arrangements. With that being said, I suggest finding a florist in the same way you would find a photographer. Once again, the steps are listed below:

**1. USE PREFERRED VENDOR LISTS** – Both your venue and coordinator are going to have wonderful preferred vendor lists that are going to be a great starting place! They may also suggest one or two in particular who match your style.

**2. SEARCH SOCIAL MEDIA** – I highly suggest Instagram for this one. Search #sandiegoweddingflorist (Sub in your wedding city) and see what pops up. Take a look at some of these florists and see who's page and general aesthetic you are most drawn toward. Make sure their style matches your wedding style. Once you do this, be sure to check out their actual website and reviews to ensure they are established and seem like a quality vendor!

**3. CHECK REVIEWS** – Before reaching out to any vendor, be sure they have great reviews! You don't want to miss this and end up with a horrible experience! (As much as I hate to say it, this DOES happen!)

**3. REACH OUT FOR AVAILABILITY AND PRICING** – Once you have a list of 5-6 florists you reach out to ensure they are available and in your price range. (Some florists actually have minimums, and this is good to know prior to booking a meeting)

**4. NARROW YOUR SEARCH** – Once you get pricing, narrow the list down to your top three.

**5. SET MEETINGS** – Set in person meetings with your favorite three, and base your final decision off of whom you click with best and who's overall aesthetic you like most.

**6. SHARE YOUR PINTEREST BOARD** – Share your general Pinterest board with your florist prior to you meetings. This way they can share their expertise and what they would create for you.

**6. DO A MOCK UP** – Once you get closer to the wedding day, ask your florist to take part in a table mock up. He/she will create sample of your centerpiece and you can see it come together with your chosen linen, plates, candles, table numbers, etc. This is the perfect time to make adjustments.

# Floral RFP

In requesting proposals from florists, it's important to have all your bases covered. This way everyone is on the same page and no details are overlooked. Below is the RFP (request for proposal) we use in reaching out florist.

## DETAILS:

- Estimated Number of Guests: \_\_\_\_\_
- Budget: \_\_\_\_\_
- Link to Pinterest Board: \_\_\_\_\_
- Type of flowers I LOVE: \_\_\_\_\_
- Type of flowers I HATE: \_\_\_\_\_

## PERSONAL FLOWERS:

- Bridal Bouquet: \_\_\_\_\_
- Maid of Honor Bouquet: \_\_\_\_\_
- Bridesmaids Bouquets: \_\_\_\_\_
- Groom's Boutonniere: \_\_\_\_\_
- Groomsmen's Boutonniere: \_\_\_\_\_
- Officiant Boutonniere: \_\_\_\_\_
- Family Boutonnieres: \_\_\_\_\_
- Family Corsages: \_\_\_\_\_
- Flower Girl Basket / bouquet: \_\_\_\_\_
- Flower Crowns: \_\_\_\_\_
- Additional: \_\_\_\_\_

## CEREMONY:

- Arch Floral: \_\_\_\_\_
- Aisle Floral: \_\_\_\_\_
- Entrance Arrangements: \_\_\_\_\_
- Additional: \_\_\_\_\_

## COCKTAIL HOUR:

- Guest Book Floral: \_\_\_\_\_
- Place Card Table Floral: \_\_\_\_\_
- Bar Floral: \_\_\_\_\_
- Additional: \_\_\_\_\_

## RECEPTION :

- Reception Table Centerpieces: \_\_\_\_\_
- Head Table Centerpieces: \_\_\_\_\_
- Cake Table Floral: \_\_\_\_\_
- Toss Bouquet: \_\_\_\_\_
- Candles | Other Décor Rentals: \_\_\_\_\_
- Additional: \_\_\_\_\_





# DJ & Entertainment

Selecting great entertainment will make all the difference at your reception! After all, your DJ will be announcing events all evening and will also be the one reading the crowd and determining what songs are gaining attention and which ones are not.

## **TIMELINE:**

- 6 – 8 Months: Discuss entertainment options and preferences
- 6 – 8 Months: Begin researching options
- 6 – 8 Months: Book your ceremony and reception entertainment
- 4 – 5 Months: Begin putting together your wedding day song list
- 5 – 6 Weeks: Finalize your song list
- 5 – 6 Weeks: Confirm all final details with your booked entertainment

## What Are The Options

**DJ** – Probably the most common form of entertainment, as it is going to be the most cost effective. Be sure chat directly with you DJ prior to booking. You want to be sure you like his/her music, as well as his/her personality. Your DJ doubles as your MC and will be announcing events all evening.

**BAND**– If you are looking for a fun and interactive event, this is the way to go! Hiring a band that has great energy, will encourage your guests to get up and on the dance floor. This also tends to be more expensive than a DJ.

**ACOUSTIC MUSIC**– This can be a wonderful option for the ceremony or cocktail hour. Many couples opt for a string quartet or harpist for the ceremony, and an acoustic guitarist for cocktail hour. Be sure to ask your band or DJ if they offer this as well. Many companies now a days can accommodate many different options.



# The Song List

Once you book your entertainment, it is important to create a song list for them. This will include all the 'special' songs, as well as the types of music you want played throughout the evening. Below is an interactive song list of you to use throughout the planning process.

## CEREMONY:

- Ceremony start time: \_\_\_\_\_
- Prelude Music (While guests are arriving): \_\_\_\_\_
- Processional (Parents): \_\_\_\_\_
- Processional (Bridal Party): \_\_\_\_\_
- Processional (Bride): \_\_\_\_\_
- Music Played During The Ceremony: \_\_\_\_\_
- Recessional: \_\_\_\_\_

## COCKTAIL HOUR:

- Start Time: \_\_\_\_\_
- Location: \_\_\_\_\_
- Genre of Music: \_\_\_\_\_
- Specific Songs You Want Played: \_\_\_\_\_

## RECEPTION:

- Start Time: \_\_\_\_\_
- End Time: \_\_\_\_\_
- Location: \_\_\_\_\_
- Bridal Party Grand Entrance: \_\_\_\_\_
- Bride and Groom Grand Entrance: \_\_\_\_\_
- First Dance: \_\_\_\_\_
- Dinner Music: \_\_\_\_\_
- Father Daughter Dance: \_\_\_\_\_
- Mother Son Dance: \_\_\_\_\_
- Bridal Party Dance: \_\_\_\_\_
- Dance Floor Opener: \_\_\_\_\_
- Dollar Dance: \_\_\_\_\_
- Anniversary Dance: \_\_\_\_\_
- Cake Cutting: \_\_\_\_\_
- Garter Toss: \_\_\_\_\_
- Bouquet Toss: \_\_\_\_\_
- Last Dance: \_\_\_\_\_
- MUST PLAY LIST: \_\_\_\_\_
- DO NOT PLAY LIST: \_\_\_\_\_



# Rentals

Rentals for your wedding are one of the biggest pieces in achieving a certain 'look' for your big day, and also one of the priciest! In searching for rentals, be aware that there are basic rentals companies (that offer tables, chairs, etc), vintage or specialty rental companies, linen companies, lighting companies and tabletop rental companies.

## TIMELINE

- 9-12 Months: Decide on an overall look / aesthetic for your wedding
  - Will you need any 'specialty' rentals?
- 9-12 Months Discuss room layout, equipment needs and preferences
- 9-12 months review equipment rental options
- 6-8 months Design your preliminary layout
  - Select tent style
  - Select Table shape and size
  - Select Linen
  - Select Chair Style
  - Select Dance Floor
  - Select Lighting
  - Request preliminary equipment quote from rental companies
  - Reserve equipment for the wedding date and schedule equipment delivery, set up and breakdown
- 3-4 weeks Updated your layout based on your final guest count
- 3-4 weeks Update and finalize equipment order based on final guest count
- Confirm set-up and breakdown schedule



## Tips

**1.** Try to book all your rentals through one vendor! This will help streamline the process for you, and will also prevent you from paying multiple pick-up / delivery fees.

**2.** Are you working with an independent catering company? If so, ask them about rentals! Chances are they are already renting a few things for your event and would be happy to add your rentals to their order.

**3.** Feeling overwhelmed? Consider hiring a stylist / designer for your wedding. They will take care of sourcing all the right rentals that match your wedding style and budget!



# Questions To Ask A Rental Company

Oh man... this is a big one, and probably the scariest to jump into. After all, you have never planned a wedding, so how are you supposed to know things such as how many tables to order, what shape is best, and what size tent you need? Below is a list of questions to ask rental companies in order to make this process MUCH easier, and to ensure there aren't any surprises!

1. Are you licensed and insured?
2. How broad is the spectrum of products you offer? Do you offer lighting, flooring, tabletop, tenting, etc.
3. Do you provide diagramming and site inspections with your services?
4. Can you make suggestion on the best options for set-up? I want to ensure there is a good flow!
5. Can you recommend ways to keep me within budget?
6. Are there additional costs for special delivery requirements and difficult installs?
7. I need to move chairs from the ceremony to the reception. Is that something you can assist with? What is the cost?
8. Are you able to provide an on site manager for my installation?
9. I need an exact delivery and pick up time. Is that an additional cost?
10. Do you set everything up? (including tables, chairs, linen, etc) Or is that an additional cost?
11. Can you provide a suggestion for a weather backup?
12. How do we prepare rented items for pickup? Do we need to clean dishes, glasses, flatware, etc?
13. What is the cost if anything is lost/broken?
14. Do you handle and relevant permits, if needed?
15. Will they create a layout/diagram for you?



# Rental RFP

Putting together a list of everything you need to rent can be a very daunting task. Below is a list of basic rentals that you will need for your wedding. Hopefully this will help you get started!

## CEREMONY:

- Chairs: \_\_\_\_\_
- Arch: \_\_\_\_\_
- Welcome Table: \_\_\_\_\_
- Water Station: \_\_\_\_\_
- Aisle Runner: \_\_\_\_\_
- Sound System: \_\_\_\_\_
- Additional Specialty: \_\_\_\_\_

## COCKTAIL HOUR:

- Cocktail Tables: \_\_\_\_\_
- Belly Bars: \_\_\_\_\_
- Linen: \_\_\_\_\_
- Bar: \_\_\_\_\_
- Additional Specialty: \_\_\_\_\_

## RECEPTION:

- Place Card Table: \_\_\_\_\_
- Guest Book Table: \_\_\_\_\_
- Card Table: \_\_\_\_\_
- Guest Tables: \_\_\_\_\_
- Sweetheart Table: \_\_\_\_\_
- Linen: \_\_\_\_\_
- Bar: \_\_\_\_\_
- Lounge: \_\_\_\_\_
- Chairs: \_\_\_\_\_
- Napkins: \_\_\_\_\_
- Glassware: \_\_\_\_\_
- Silverware: \_\_\_\_\_
- Chargers: \_\_\_\_\_
- Cake Stand: \_\_\_\_\_
- Dance Floor: \_\_\_\_\_
- Lighting: \_\_\_\_\_
- Additional Specialty: \_\_\_\_\_

# Stationery


## TIMELINE

- **9-12 Months:** Review stationery needs
- **9-12 Months:** Start looking at wedding invites / save the dates, and if you are planning for custom design, research stationery designers
- **6-8 Months:** Create a wedding website
- **6-8 Months:** Order save the dates
- **6-8 Months:** Brian storm invitation wording
- **6-8 Months:** Order Wedding invites and thank you cards
- **4-5 months** Book a calligrapher, if desired
- **4-5 Months:** Address invitations / drop them with calligrapher
- **4-5 Months:** Send out Save the Dates
- **2-3 Months** Take a complete, stuffed invite to the post office and weigh for postage
- **2-3 Months:** Visit the post office and request they hand cancel wedding invitations, if possible
- **2-3 Months:** Begin working on reception stationery (menus, place cards, programs, etc)
- **6-8 Weeks:** Send out wedding invitations
- **3-4 weeks:** Finalize order or print reception stationery
- **1 week:** Pick up reception stationery and be sure all escort cards are in alphabetical order by last name

**1.** Be sure everyone who received a Save the Date receives an invitation. You would be surprised how easy it is to forget someone here.

**2.** I know it can be tempting to send your invitations out months in advance, but this can backfire. If you send them too early, they will get put on your guest's backburner, and you will have to track down many more RSVPs.

**3.** If you aren't writing your guests names directly on RSVP cards, be sure to come up with a system for those RSVPs that come back without a name or are ineligible. We suggest numbering the RSVP cards. It's discrete, your guests won't notice, but it will make your life easier.



Etiquette  
Tips

# Stationery RFP

Stationery is often times one of the most overlooked vendors, and tends to get put off until the last minute. Below is a list of all the different stationery elements you may need for your big day. It can also serve as a great way to request a proposal from a stationery designer!

## WEDDING DETAILS:

- Wedding Date: \_\_\_\_\_
- Wedding Location: \_\_\_\_\_
- Budget: \_\_\_\_\_
- Number of Invitations: \_\_\_\_\_
- Estimate Number of Guests: \_\_\_\_\_
- Link to Pinterest Board: \_\_\_\_\_

## PRE-WEDDING STATIONERY

- Save the Dates: \_\_\_\_\_
- Invitation Suites: \_\_\_\_\_
- Wedding Website: \_\_\_\_\_
- Invitation - Address Calligraphy: \_\_\_\_\_
- Rehearsal Dinner Invitations: \_\_\_\_\_

## CEREMONY:

- Programs: \_\_\_\_\_

## RECEPTION:

- Place Cards | Escort Cards: \_\_\_\_\_
- Seating Chart: \_\_\_\_\_
- Menus: \_\_\_\_\_
- Table Numbers: \_\_\_\_\_

## ADDITIONAL SIGNAGE:

- Welcome Sign: \_\_\_\_\_
- Guest Book Sign: \_\_\_\_\_
- Cards Sign: \_\_\_\_\_
- Please Find Your Seat: \_\_\_\_\_
- "Pick a seat not a side": \_\_\_\_\_
- Bar menu: \_\_\_\_\_
- Additional: \_\_\_\_\_
- Thank You Notes: \_\_\_\_\_



# Bridal Attire

Your wedding day is one day in your life when you are the center of attention, and is one day you want to look your best! With that being said, your wedding day attire is a huge decision in the wedding planning process. Use this page to document everything you need to purchase in order to look fabulous!

## THE DRESS

- Store: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Address: \_\_\_\_\_
- Email: \_\_\_\_\_
- Attendant: \_\_\_\_\_
- Date ordered: \_\_\_\_\_
- Designer: \_\_\_\_\_
- Style: \_\_\_\_\_
- Cost: \_\_\_\_\_
- Arrival Date: \_\_\_\_\_

## RECEPTION DRESS:

- Store: \_\_\_\_\_
- Date ordered: \_\_\_\_\_
- Designer: \_\_\_\_\_
- Style: \_\_\_\_\_
- Cost: \_\_\_\_\_
- Arrival Date: \_\_\_\_\_

## ACCESSORIES:

- Veil: \_\_\_\_\_
- Shoes: \_\_\_\_\_
- Earrings: \_\_\_\_\_
- Necklace: \_\_\_\_\_
- Other: \_\_\_\_\_

## ALTERATIONS:

- Company: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Address: \_\_\_\_\_
- Email: \_\_\_\_\_
- 1<sup>st</sup> Fitting: \_\_\_\_\_
- 2<sup>nd</sup> Fitting: \_\_\_\_\_
- 3<sup>rd</sup> Fitting: \_\_\_\_\_



# Bridal Beauty Timeline

Just as you want to find the PERFECT dress for your big day, you are going to want to follow a beauty ritual in the months leading up to your wedding to ensure you are looking your best!

## **EIGHT MONTHS OUT:**

- Begin fitness/ nutrition plan
- Experiment with any hair colors/highlights
- Research Hair and Makeup artists

## **SIX MONTHS OUT:**

- Choose your hair and makeup artists
- Find a skin care regiment
- Start drinking 8 glasses of water per day
- Schedule your hair and makeup trial for your engagement photos

## **FOUR MONTHS OUT:**

- Research any tanning options
- Begin whitening teeth
- Schedule any facials

## **TWO MONTHS OUT:**

- Buckle down on your fitness and nutrition plan. These last two months are essential!

## **FOUR WEEKS OUT:**

- Get your hair cut
- Schedule a last minute facial – This should be done about 3-4 weeks out, just in case your skin has any type of reaction.
- Finalize your wedding day look

## **TWO WEEKS OUT:**

- Schedule any final beauty appointments (ie. Massage, manicure/pedicure)
- Finalized details with your hair and makeup artist



# Bridal Party Contact List

## MAID OF HONOR

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## BRIDESMAIDS

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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Name: \_\_\_\_\_

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Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **BEST MAN**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **GROOMSMEN**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **BRIDE'S PARENTS**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **GROOM'S PARENTS**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## **FLOWER GIRLS | RING BEARERS**

Name: \_\_\_\_\_  
Parent's Names: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Parent's Names: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Parent's Names: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## **USHERS**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## **READERS**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## **OFFICIANT:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_



# Wedding Day Purchase List

[illegible]



# Wedding Day Set-Up List

Use this template as a way of listing EVERYTHING that is being set-up and who is providing it. This will end up serving as a packing list, will ensure nothing was overlooked, and will help anybody assisting with set-up on the wedding day.

## **CEREMONY:**

Ex. 8 rows of 8 folding chairs with the aisle down the middle | *Provided by rental company*

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SIMPLE DRAWING OF CEREMONY:

## **COCKTAIL HOUR**

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SIMPLE DRAWING OF COCKTAIL HOUR

RECEPTION:

Place Card Table

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---

---

---

Gift Table

---

---

---

---

Guest Book Table

---

---

---

---

Cake Table

---

---

---

---

Guest Tables

---

---

---

---

---

---

Sweetheart Table

---

---

---

---

---

Bar

---

---

---

Additional

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---

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# Wedding Ceremony Order

## THINGS TO CONSIDER BEFORE FINALIZING YOUR CEREMONY ORDER:

1. Will your bridesmaids and groomsmen be walking in together? If so, follow the guide below. If not, your officiant, groom and groomsmen will all walk in from the side of the ceremony before family are seated
2. If you have grandparents / parents in your processional who are single, be sure to find someone to escort them. This is especially true for the mother of the bride, as the father of the bride traditionally will be walking the bride down the aisle.

### OFFICIANT

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#### BRIDE'S GRANDPARENTS

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#### GROOM'S GRANDPARENTS

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#### BRIDE'S PARENTS

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#### GROOM'S PARENTS

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#### BRIDAL PARTY

*Starting with the bridesmaid + groomsmen who will be standing furthest from the bride and groom*

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#### RING BEARERS

*Be sure to have fake rings for the youngens. This will ensure nothing happens to the 'real' rings*

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#### FLOWER GIRLS

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#### BRIDE AND HER FATHER

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# Bridal Emergency Kit

You never know what is going to happen on your big day, so be prepared by putting together your very own wedding day emergency kit!

## BEAUTY

- ☐ Make-up touchup kit
- ☐ Lip Balm
- ☐ Mirror
- ☐ Comb / Brush
- ☐ Hair ties and bobby pins
- ☐ Blotting paper
- ☐ Perfume
- ☐ Nail polish in the shade you are wearing
- ☐ Emery board
- ☐ Nail clipper
- ☐ Hair spray
- ☐ Sunscreen
- ☐ Hand lotion
- ☐ \_\_\_\_\_

## HYGIENE

- ☐ Tissues
- ☐ Contact lenses and solution
- ☐ Eye drops
- ☐ Eye cream
- ☐ Sanitary pad
- ☐ Tweezers
- ☐ Razor
- ☐ Cotton balls
- ☐ Deodorant
- ☐ Gum / mints
- ☐ Breath freshener
- ☐ Mouthwash
- ☐ Floss
- ☐ Hand sanitizer
- ☐ Toothbrush
- ☐ Toothpaste
- ☐ Baby Powder
- ☐ \_\_\_\_\_

## FASHION

- ☐ Extra black socks
- ☐ Safety pins
- ☐ Extra buttons

- ☐ Extra boutonniere pins
- ☐ Super glue
- ☐ Fashion tape
- ☐ Mini sewing kit
- ☐ Roll up flats
- ☐ Extra earring backs
- ☐ Clear nail polish
- ☐ Stain remover
- ☐ Anti-static spray
- ☐ Mini steamer
- ☐ Backup undergarments
- ☐ Extra heel protectors
- ☐ \_\_\_\_\_

## SNACKS

- ☐ Water bottle
- ☐ Energy drink
- ☐ Light snacks
- ☐ Drinking straws (so you don't ruin your lipstick)
- ☐ \_\_\_\_\_

## MISCELLANEOUS

- ☐ Faux wedding bands
- ☐ Extra Pens
- ☐ Duct tape
- ☐ Scissors
- ☐ Glue gun
- ☐ Antacid
- ☐ Diarrhea pills
- ☐ Allergy pills
- ☐ Blister palm
- ☐ Band aids
- ☐ First aid kit
- ☐ Paper Clips
- ☐ Lighter
- ☐ Umbrella
- ☐ Bug spray (outdoor weddings)
- ☐ Phone chargers
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_



# Wedding Registry

Use this template to help you begin the registry process and to document where you have registered

## STORES WE ARE REGISTERED:

Name of Store: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Store: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Store: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Store: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Store: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1. Be sure to register early. This will be helpful for guests purchasing gifts for your showers, as well as the wedding

## Etiquette Tips

2. Register at multiple stores.

3. Register for a wide range of price points. Not all guests are going to want to spend hundreds of dollars, and some guests are going to want to get you something really nice,

4. Check your registry often to be sure there are still ample options in each price point.



# Vendor Contact List

## **VENUE:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

## **COORDINATOR:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

## **PHOTOGRAPHER**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

## **VIDEOGRAPHER:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_

Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**CATERER:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**BAR SERVICE:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**BAKER:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**CEREMONY ENTERTAINMENT:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**COCKTAIL HOUR ENTERTAINMENT:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**RECEPTION ENTERTAINMENT:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**FLORIST:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**RENTALS:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**OFFICIANT:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**TRANSPORTATION:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**HAIR STYLIST:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**MAKEUP ARTIST:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_



Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**STATIONERY DESIGNER:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**BRIDE'S ATTIRE:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**GROOM'S ATTIRE:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**ACCOMODATIONS:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_

Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

**ADDITIONAL**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Total Due: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Final Balance: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Tip: \_\_\_\_\_

## **Thanks for following along!**

We here at Always Flawless Productions hope our Ultimate Wedding Planning Guide has helped guide you through the crazy wedding planning process! Please feel free to reach out to us if you begin to feel stressed or overwhelmed at any time throughout the planning process. After all, that is why we are here!

Xoxo,

Ashley Frederickson and the Always Flawless Productions Team

[www.alwaysflawlessproductions.com](http://www.alwaysflawlessproductions.com)

[Ashley@alwaysflawlessproductions.com](mailto:Ashley@alwaysflawlessproductions.com)

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