Medding PLANNER

this book belongs to

Delongs to.			
	8		
HOW WE MET			
THE PROPOSAL			
OUR WEDDING DATE		OUR SONG	

wedding overview.

wedding overview.

WEDDING DATE	
DESTINATION WEDDING?	Y / N
COURTHOUSE WEDDING?	Y / N
NO. OF GUESTS AT CEREMONY	
NO. OF GUESTS AT RECEPTION	
TYPE OF CEREMONY	
TRADITIONS TO INCORPORATE	
THEME	
OUR WEDDING IN 3 WORDS	
NOTES	

our dream wedding.

NUMBER 1 PRIORITY FOR THE BIG DAY	WHAT WE'VE LOVED ABOUT WEDDINGS WE'VE BEEN TO
N O N - N E G O T I A B L E S	WHAT WE HOPE TO REMEMBER IN 40 YEARS
NICE EXTRAS	WHAT MAKES THE WEDDING

wedding moodboard.

TAPE OR DRAW ANYTHING THAT INSPIRES YOU. FROM COLORS TO MATERIALS TO GENERAL STYLES.

wedding ceremony.

LOCATION	
ADDRESS	
CONTACT	
OFFICIANT	
C E R E M O N Y S O N G S	

DATE	
CEREMONY TIME	
DURATION	
HEADCOUNT	
NOTES	

SCHEDULE OF EVENTS	TIME

wedding reception.

LOCATION	
ADDRESS	
CONTACT	
HEADCOUNT	
SONGS	

DATE	
GUESTS ARRIVE AT	
NEWLYWEDS ARRIVE AT	
DURATION	
NOTES	

SCHEDULE OF EVENTS	TIME

planning overview.

wedding checklist.

12 months before.

- □ DECIDE YOUR BUDGET
- ☐ CHOOSE YOUR BRIDAL PARTY
- BOOK WEDDING VENUE
- $\hfill \square$ MAKE A GUEST LIST AND SEND SAVE THE DATES
- ☐ START LOOKING FOR YOUR DRESS
- □ BOOK MAIN SERVICES
 - □ ENTERTAINMENT
 - □ FLORIST
 - □ CATERER
 - ☐ TRANSPORT
 - □ CAKE
 - □ PHOTOGRAPHER
 - □ VIDEOGRAPHER
 - ☐ HONEYMOON
 - ☐ WEDDING PLANNER

1 month before.

- □ FINAL DRESS FITTING
- □ RE-CONFIRM ARRANGEMENTS
 - □ VENUE
 - □ ENTERTAINMENT
 - □ FLORIST
 - □ CATERER
 - ☐ TRANSPORT
 - □ CAKE
 - □ PHOTOGRAPHER
 - □ VIDEOGRAPHER
 - □ HONEYMOON
- □ WRITE WEDDING SPEECHES
- □ BACHELOR(ETTE) PARTY

6 months before.

- □ DRESS FITTING
- □ CHOOSE SHOES & ACCESSOIRES
- □ ORDER WEDDING RINGS
- □ ARRANGE BRIDAL PARTY OUTFITS
- □ ORDER FAVORS & STATIONARY
- □ BOOK BEAUTY & HAIR
- □ DATES IN DIARY FOR BACHELOR(ETTE) PARTY

3 months before.

- □ MARRIAGE LICENSE
- □ SEND INVITATIONS
- □ SELECT GIFT LIST
- □ FINALIZE MUSIC
- □ DRAFT SEATING PLANS
- □ PURCHASE BRIDAL PARTY GIFTS
- □ ARRANGE CEREMONY REHEARSAL

1 week before.

- □ PACK FOR OVERNIGHT STAY & HONEYMOON
- □ WEDDING REHEARSAL
- □ RUN THROUGH BRIDAL PARTY DUTIES
- □ BEAUTY APPOINTMENTS

	12 months to go.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	

	11 months to go.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	

	10 months to go.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	
	9 months to go.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	

	8 months to go.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	
	7 months to go.
WEEK 1	7 months to go.
WEEK 1 WEEK 2	7 months to go.
	7 months to go.

	6 months to go.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	
	5 months to go.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	

	4 months to go.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	
	3 months to go.
WEEK 1	
WEEK 1	

WEEK 4

	2 months to go.
WEEK 1	
WEEK 2	
WEEK 3	
WEEK 4	
	1 month to go.
WEEK 1	
WEEK 2	
WEEK 3	

monthly calendar.

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PRIORITIES	NOTES
1	
2	
3	

weekly to do's.

WEEK OF

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detailed schedule.

	NO. OF DAYS BEFORE WEDDING				
	:00	:30			
6 AM					
7 AM					
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					
6 PM					
7 PM					
8 PM					
9 PM					
10 PM					
	NOTES				

wedding budget.

wedding budget.

BUDGET			ACTUAL			
	BUDGET	ACTUAL		BUDGET	- < - - - -	
ENUE, FOOD & BEVERAGE			ATTIRE & BEAUTY			
VENUE - CEREMONY			WEDDING BANDS			
VENUE - RECEPTION			WEDDING DRESS			
REHEARSAL DINNER			BRIDE ACCESSORIES			
CATERING / FOOD			TUXEDO			
BARTENDING/BEVERAGES			GROOM ACCESSORIES			
CAKE / DESSERT			HAIR AND MAKEUP			
N T E R T A I N M E N T			STATIONERY			
BAND/DJ/ENTERTAINMENT			SAVE THE DATE CARDS	_		
CEREMONY MUSICIANS			INVITATIONS			
RECEPTION MUSICIANS			P R O G R A M S			
DANCE LESSONS						
			MISCELLANEOUS			
E C O R			MARRIAGE LICENSE			
FLOWERS			OFFICIANT			
LIGHTING			WEDDING FAVORS			
RENTALS (E.G. CHAIRS)			TRANSPORTATION			
OTHER DECOR			WEDDING NIGHT HOTEL			
			HONEYMOON			
HOTO & VIDEO						
PHOTOGRAPHER						
VIDEOGRAPHER						

payment tracker.

TYPE	TOTAL BALANCE	DEPOSIT	FINAL BALANCE	DUE	NOTE
BRIDAL SALON					
BAKERY					
C E R E M O N Y V E N U E					
CONSULTANT / PLANNER					
FLORIST					
OFFICIANT					
PHOTOGRAPHER					
R E C E P T I O N V E N U E					

wedding guests.

Ш ∑ ∀ Z	# INVITES	ADDRESS	SAVE THE DATE SENT?	INVITATION SENT?	RSVP RECEIVED?	# ATTENDING

ш ∑ ∢ Z	# INVITES	ADDRESS	SAVE THE DATE SENT?	INVITATION SENT?	RSVP RECEIVED?	# ATTENDING

ш ∑ ∢ Z	# INVITES	ADDRESS	SAVE THE DATE SENT?	INVITATION SENT?	RSVP RECEIVED?	# ATTENDING

ш ∑ ∢ Z	# INVITES	ADDRESS	SAVE THE DATE SENT?	INVITATION SENT?	RSVP RECEIVED?	# ATTENDING

seating chart.

TABLE NO.	TABLE NO.	TABLE NO.
TARLE NO	TARLE NO	TABLENO
TABLE NO.	TABLE NO.	TABLE NO.
TABLE NO.	TABLE NO.	TABLE NO.
TABLE NO.	TABLE NO.	TABLE NO.
TABLE NO.	TABLE NO.	TABLE NO.
TABLE NO.	TABLE NO.	TABLE NO.
TABLE NO.	TABLE NO.	TABLE NO.
TABLE NO.	TABLE NO.	TABLE NO.
		TABLE NO.

seating chart.

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seating chart.

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TABLE NO.	TABLE NO.	TABLE NO.
TABLE NO.	TABLE NO.	TABLE NO.
TABLE NO.	TABLE NO.	TABLE NO.
TABLE NO.	TABLE NO.	TABLE NO.

wedding favors.

NUMBER OF FAVORS				
BUDGET PER FAVOR				
DIY?	BUY / DIY			
PERSONALIZED?	Y / N			
WITH PHOTO?	Y / N			
TYPE	FOOD / DRINK	P R A C T I C A L	H O M E	O T H E R

INSPIRATION

Т	O D O

wedding party.

wedding attendants.

	OFFIC		
BRIDES- MAID 1	MAID OF HONOR	G R O O M BEST	M A N G R O O M S - M A N 1
BRIDES- MAID 2	F L O W E R G I R L	RING BEARER	GROOMS- MAN 2
BRIDES- MAID 3			GROOMS- MAN 3
BRIDES- MAID 4			GROOMS- MAN 4
BRIDES- MAID 5			GROOMS- MAN 5
BRIDES- MAID 6	USHER 1	USHER 2	GROOMS- MAN 6

wedding party address book.

ATTENDANT	NAME & CONTACT INFO
MAID OF HONOR	
BRIDESMAID 1	
BRIDESMAID 2	
BRIDESMAID 3	
BRIDESMAID 4	
BRIDESMAID 5	
BRIDESMAID 6	
BRIDESMAID 7	
BEST MAN	
GROOMSMAN 1	
GROOMSMAN 2	
GROOMSMAN 3	
GROOMSMAN 4	
GROOMSMAN 5	
GROOMSMAN 6	
GROOMSMAN 7	
FLOWER GIRL	
RING BEARER	
USHER	

duty delegating.

DUTY	DELEGATED TO	CHECK			
CEREMONY DUTIES					
RECEPTION DUTIES					
OTHER DUTIES					

attendants gifts.

ATTENDANT	GIFT	COST	CHECK
BRIDE			
MAID OF HONOR			
BRIDESMAID 1			
BRIDESMAID 2			
BRIDESMAID 3			
BRIDESMAID 4			
BRIDESMAID 5			
BRIDESMAID 6			
BRIDESMAID 7			
GROOM			
BEST MAN			
GROOMSMAN 1			
GROOMSMAN 2			
GROOMSMAN 3			
GROOMSMAN 4			
GROOMSMAN 5			
GROOMSMAN 6			
GROOMSMAN 7			
вотн			
FLOWER GIRL			
RING BEARER			
USHER			

wedding vendors.

contracted vendors.

TYPE	N A M E	CONTACT	CONTACT DETAILS	NOTES
BRIDAL SALON				
BAKERY				
C E R E M O N Y V E N U E				
CONSULTANT / PLANNER				
FLORIST				
OFFICIANT				
PHOTOGRAPHE R				
R E C E P T I O N V E N U E				

wedding appointments.

APPOINTMENT WITH	DATE & TIME	LOCATION	NOTES

wedding stationery.

SAVE THE DATE CARDS	INVITATION AND RSVP CARDS	DIRECTION AND INFO CARDS
	<i></i>	erring 5
WEDDING ITINERARY CARDS	TABLE SEATING	TABLE NAME/NUMBER CARDS
MENU CARDS	PLACE CARDS	WEDDING FAVOR TAGS
SIGNAGE	WEDDING GUEST BOOK	THANK YOU CARDS

decor & ambiance.

color palette inspiration.



wedding decorations.

	TYPE
THEME 1	
THEME 2	
COLOR SCHEME 1	
COLOR SCHEME 2	
NOTES	

CEREMONY DECORATIONS		
ENTRANCE		
AISLE		
PEWS		
ALTAR		
NOTES		

DECORATOR		
STORE		
CONTACT INFO		
ADDRESS		
PACKAGE/ITEMS		
COST		
NOTES		

wedding flowers.

	FLORIST
FLORIST	
ADDRESS	
CONTACT PERSON	
CONTACT INFO	

WEDDING PARTY		
BRIDE'S BOUQUET		
BRIDES MAIDS BOUQUETS		
CORSAGES		
BOUTONNIERES		
FLOWERS FOR HAIR		
FLOWER GIRL BASKET		

	DECOR
ALTAR/ARCHWAY	
P E W S / C H A I R S	
CENTERPIECES	
BUFFET TABLES	
CAKE	

wedding music.

MOMENT	SONGS
INTRODUCTION	
FIRST DANCE	
BRIDAL DANCE PARTY	
PARENT - BRIDE DANCE	
PARENT - GROOM DANCE	
SPECIAL DANCES	
CAKE CUTTING	
BOUQUET TOSS	
GARTER TOSS	
ANNIVERSARY SONG FOR MARRIED COUPLES	
CLOSING SONG	
SONGS <u>NOT</u> TO PLAY	
NOTES	

DIY craft planner.

PROJECT	
BUDGET	
ESTIMATED TIME	
START BY	
COMPLETE BY	
NOTES	
COMPLETED	

PROJECT	
BUDGET	
ESTIMATED TIME	
START BY	
COMPLETE BY	
NOTES	
COMPLETED	

PROJECT	
BUDGET	
ESTIMATED TIME	
START BY	
COMPLETE BY	
NOTES	
COMPLETED	

PROJECT	
BUDGET	
ESTIMATED TIME	
START BY	
COMPLETE BY	
NOTES	
COMPLETED	

food & drinks.

wedding cake.

	BAKERY
BAKERY	
ADDRESS	
CONTACT PERSON	
CONTACT INFO	
	THE CAKE
FLAVOR	
NO. OF TIERS	
ICING COLOR	
ACCENT COLORS	
TOPPERS	
MISC. DESIGN	
	SERVINGS
NO. OF SERVINGS	
SLAB CAKE?	
	BUDGET
CAKE COST	
SLAB CAKE COST	
DELIVERY FEE	
OTHER CHARGES	
TOTAL COST	

caterer's worksheet.

	THE CATERER		
CATERING FIRM			
CONTACT PERSON			
CONTACT INFO			
NO. OF GUESTS SERVED			
	FOOD DETAILS		
WEDDING LUNCHEON OR DINNER?			
BUFFET OR FULL SERVICE?			
APPETIZERS / HORS D'OUVRES			
OTHER DISHES			
	MEAL OPTIONS		
MULTIPLE OPTIONS?			
OPTION 1			
OPTION 2			
OPTION 3			
	NOTES		

attire & beauty.

wedding dress.

SILHOUETTE	A - L I N E	BALL GOWN	E M P I R E	M E R M A I D
SILHOUEITE	SHEATH	TEA LENGTH	T R U M P E T	OTH E R
COLOR				
LACE Y/N?				
VEIL Y/N?				
OTHER PREFERENCES				
PRICE RANGE				

INSPIRATION

	DRESS SHOPS
1	
2	
3	

NOTES

hair & make up.

HAIR		
OVERALL LOOK	CLASSIC / ROMANTIC / NATURAL / OTHER:	
STYLE		
ACCESSORIES		
STYLIST		
LOCATION	SALON / AT VENUE	
NOTES		

MAKE UP		
OVERALL LOOK CLASSIC / ROMANTIC / NATURAL / OTHER:		
STYLE		
ACCENT	EYES / LIPS / OTHER:	
MAKE UP ARTIS		
LOCATION	SALON / AT VENUE	
NOTES		

IN	SPIRATION

lucky charms.

SOMETHING OLD	1	SOMETHING NEW
SOMETHING BORROWED		SOMETHING BLUE

photography & videography.

wedding photography.

THE PHOTOGRAPHER		
N A M E		
CONTACT INFO		
BOOKING DETAILS		
·		
	SHOT LIST - BEFORE CEREMO	NY
	SHOT LIST - DURING CEREMO	NY
	SHOT LIST - AFTER CEREMON	Y
SHOT LIST - RECEPTION		

wedding videography.

THE VIDEOGRAPHER	
N A M E	
CONTACT INFO	
BOOKING DETAILS	

VISION		
STYLE		
	1	
	2	
SPECIAL MUST-HAVE	3	
SHOTS TO BE INCLUDED	4	
	5	
	6	
	1	
	2	
IMPORTANT NON- WEDDING PARTY PEOPLE	3	
TO BE INCLUDED	4	
	5	
	6	
MUSIC AND OTHER FEATURES		
NOTES		

the miscellaneous.

to buy / rent / borrow.

TO BUY	
	0

TO RENT	

TO BORROW	

emergency kit.

□ SAFETY PINS

□ SEWING KIT DEODORANT □ FASHION TAPE LOTION □ HEM TAPE BAND-AIDS □ LINT ROLLER PAIN RELIEVER □ SCISSORS ANTACID □ CLEAR NAIL POLISH TAMPONS □ STAIN REMOVER □ STRAWS □ BLOTTING PAPER □ ENERGY BARS TISSUES MINTS □ COMPACT MIRROR □ PEN □ TWEEZERS □ PHONE CHARGER □ BOBBY PINS □ HAIR SPRAY HAND SANITIZER □ TOOTH BRUSH

□ LIP BALM

the rings.

	HIS	HERS
SIZE		
STYLE		
MATERIAL	GOLD / SILVER / METAL / WOOD / OTHER:	GOLD / SILVER / METAL / WOOD / OTHER:
COLOR	GOLD / WHITE GOLD / ROSE GOLD / SILVER / METALLIC / OTHER:	GOLD / WHITE GOLD / ROSE GOLD / SILVER / METALLIC / OTHER:
TEXTURE	SMOOTH / BRUSHED / OTHER:	SMOOTH / BRUSHED / OTHER:
INSCRIPTION	NO / YES:	NO / YES:
BUDGET		
JEWELRY STORES	1 2 3	1 2 3
NOTES		

rehearsal dinner.

DETAILS	
SITE	
DATE	
CONTACT & ADDRESS	
NOTES	

MENU	
APPETIZERS	
STARTERS	
MAIN COURSES	
DRINKS	

GUESTS		
1	11	21
2	12	22
3	13	23
4	14	2 4
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30

starting on the vows.

HOW DID YOU MEET?	WHAT WAS YOUR FIRST DATE LIKE?
WHEN DID YOU REALIZE YOU WANT TO MARRY YOUR PARTNER?	WHAT IS UNIQUE ABOUT YOUR RELATIONSHIP?
WHAT DO YOU HOPE YOUR PARTNER PROMISES YOU IN THEIR VOWS?	WHAT DO YOU HOPE THE FUTURE HOLDS?

the honeymoon.

	BOOKING
TRAVEL AGENCY	
CONTACT & ADDRESS	
NOTES	

DESTINATION				
LOCATION		DURATION		
DATE OF DEPARTURE		DATE OF RETURN		
DEPARTING FROM		ARRIVING AT		
FLIGHT DETAILS DEPARTURE		FLIGHT DETAILS RETURN		
A C C O M O D A T I O N N A M E		TYPE OF ROOM		
ACCOMODATION HIGHLIGHTS		EXCURSIONS/ THINGS TO DO		

CAR RENTAL			
AGENCY	TYPE OF CAR		
C O N F I R M A T I O N N U M B E R	CONTACT INFORMATION		
PICKUP DATE/TIME	RETURN DATE/TIME		
NOTES			

name changing.

□ SSA	- CELL PHONE
□ DMV	- TV
□ PASSPORT	- INTERNET
□ VOTER REGISTRATION	□ LOYALTY CLUBS
□ BANKS	<pre>□ LOCAL ASSOCIATIONS</pre>
- CREDIT CARDS	□ HEALTH CARE SERVICES
□ INVESTMENTS & SHARES	- VOICEMAIL
- EMPLOYER	
□ 401K & PENSION PLANS	
- UTILITIES	
- CAR INSURANCE	0
- HEALTH INSURANCE	
- HOME INSURANCE	
n life insurance	

wedding braindump.

FROM BRAIN TO PAPER			

wedding notes.

wedding notes.

