




Wedding Planner



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
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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 Both
- Guest Book and Pen
- Table linen (is it included?)
- Gifts
- Card box / wishing well

NOTES



Guest List

Name

Address

Invite Sent

RSVP



Table Plan

Table -

Table -

Table -

Table -

Table -

Table -



Suppliers

Company

Website



DATE -

Wedding Things To Do List

ACTIVITY -

ACTIVITY -

ACTIVITY -

NOTES -

