

Wedding Countdown



12 - 18 Months

- Pick a date
- Determine wedding style
- Select location and reserve dates for ceremony and reception
- Decide on budget and expense sharing
- Begin compiling guest list
- Select your attendants
- Select caterer
- Select reception entertainment
- Take engagement photos
- Create a website for guests to streamline event

9 - 12 Months

- Register at bridal registries
- Reserve rental supplies
- Visit officiant to discuss ceremony plans
- Choose gown and accessories
- Choose bridesmaid dresses and accessories
- Select and book ceremony musicians / DJ
- Select and book florists
- Select and book photographer
- Discuss honeymoon plans
- Order save the dates
- Draft wedding day time line

6 - 9 Months

- At six months send out save the dates
- Select men's formalwear
- Select baker and order wedding cake
- Reserve accommodations for out of town guests
- Arrange wedding day transportation
- Book hairdresser / makeup artist
- Make nail salon appointment
- Rent party bus / transportation for wedding day

4 - 6 Months

- Select men's formalwear
- Order wedding invitations and stationery
- Finish compiling guest list
- Order wedding favors
- Check marriage license requirements
- Reserve accommodations for out of town guests
- Help mothers select dresses
- Make final floral decisions
- Purchase your wedding bands

2 - 4 Months

- Start addressing invitations
- Confirm ceremony plans with officiant
- Plan rehearsal and rehearsal dinner
- Arrange for decorations
- Finalize honeymoon plans
- Plan ceremony music and musicians

1-2 Months Before

- Mail invitations to arrive 4-6 weeks before
- Do a trial run for hair and make up
- Write your vows
- Submit announcement to newspaper
- Confirm details with all contacted services
- Have final gown fitting
- Have final fittings for attendants
- Get marriage license
- Purchase gifts for attendants / wedding party / parents
- Purchase a gift for bride/groom to be exchanged before wedding
- Get your accessories ready: ring pillow, candles, guest book, ect.
- Maintain record of gifts received and mail thank you notes immediately
- Confirm pre-nuptial dinner arrangements
- Purchase / collect your something old, new, borrowed and blue

2 Weeks Before

- Confirm rehearsal time and date with all wedding party members
- Deliver play list to DJ
- Arrange name and address changes on bank accounts, credit cards, driver's license, ect.
- Contact guests who have not R.S.V.P.'d
- Keep up with thank you notes
- Inform jeweler of any engraving on inside of rings
- Get you rings soldered and cleaned
- Make a hashtag for the party

1 Week Before

- Provide final guest count to cater
- Plan seating arrangements
- Confirm honeymoon reservations, pick up tickets
- Pick up wedding attire and check fit
- Pack for your honeymoon
- Give all vendors a number to call in case of emergency
- Write final checks to vendors

The Day Before

- Write final checks to vendors
- Rehearse the ceremony
- Give the marriage license to the officiant
- Get a manicure and pedicure
- Go to the rehearsal dinner
- Present the wedding party with gifts
- Drop off ceremony accessories at venue
- Get to bed early

Wedding Day

- Rings and marriage license
- If pictures are being taken before ceremony, the entire wedding party should be ready two hours before
- Bring all accessories and an emergency kit including spare stockings, sewing needs, safety pins, ect.
- Give officiants fee to best man for presentation after ceremony
- Change your relationship status on Facebook
- Present gifts to each other along with a thoughtful note or letter. (have someone deliver gifts while you are getting ready.

Post Wedding

- Write and send thank you notes
- Complete your registry and exchange or return and unwanted or duplicate items
- Many stores will give a discount on any remaining items that weren't purchased by wedding guests
- Follow up with photographer and videographer for albums / DVD sets
- Get your name changed
- Enjoy your honeymoon

Budget & Expense Record



	Est.	Actual	Deposit	Due	Date Balance Due	Paid Off
Rings	_____	_____	_____	_____	_____	_____
Wedding Attire						
Dress/Headpiece	_____	_____	_____	_____	_____	_____
Accessories/Shoes	_____	_____	_____	_____	_____	_____
Formalwear Rental	_____	_____	_____	_____	_____	_____
Gown Preservation	_____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____	_____
Rehearsal Dinner	_____	_____	_____	_____	_____	_____
Ceremony						
Church/Location	_____	_____	_____	_____	_____	_____
Officiant	_____	_____	_____	_____	_____	_____
Musicians	_____	_____	_____	_____	_____	_____
Decorations/Rentals (other than flowers)	_____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____	_____
Reception						
Facility	_____	_____	_____	_____	_____	_____
Food	_____	_____	_____	_____	_____	_____
Beverages	_____	_____	_____	_____	_____	_____
Cake	_____	_____	_____	_____	_____	_____
Entertainment	_____	_____	_____	_____	_____	_____
Decorations/Rentals	_____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____	_____
Invitations	_____	_____	_____	_____	_____	_____
Flowers						
Ceremony	_____	_____	_____	_____	_____	_____
Reception	_____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____	_____
Photographer	_____	_____	_____	_____	_____	_____
Videographer	_____	_____	_____	_____	_____	_____
Gifts						
Attendants	_____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____	_____
Transportation	_____	_____	_____	_____	_____	_____
Honeymoon	_____	_____	_____	_____	_____	_____
Miscellaneous	_____	_____	_____	_____	_____	_____

Bridal Party Attire



Bride

Bridal Shop _____ Consultant _____ Fitting Date _____

Address _____ Phone # _____ Pick-up Date _____

Dress Description _____

Headpiece _____

Accessories/Undergarments _____ Shoes _____

Fitting Deadline _____

Bridal Shop _____ Consultant _____ Fitting Date _____

Address _____ Phone # _____ Pick-up Date _____

Package Includes: _____

Bride's Attendants

Bridal Shop _____ Consultant _____ Fitting Date _____

Address _____ Phone # _____ Pick-up Date _____

Dress Description _____

Headpiece _____

Accessories _____ Shoes _____

	Phone #	Size	Fitting	Pick-up
Maid of Honor _____	_____	_____	_____	_____
Bridesmaid _____	_____	_____	_____	_____
Bridesmaid _____	_____	_____	_____	_____
Bridesmaid _____	_____	_____	_____	_____
Bridesmaid _____	_____	_____	_____	_____
Bridesmaid _____	_____	_____	_____	_____
Flower Girl _____	_____	_____	_____	_____

Continued Attire



Groom

Style/Color _____

Sizes: Coat _____ Trousers _____ Shirt _____ Shoes _____

Groom's Attendants

Style/Color _____

		Sizes:			
	Phone #	Coat	Trousers	Shirt	Shoes
Groomsman _____	_____	_____	_____	_____	_____
Groomsman _____	_____	_____	_____	_____	_____
Groomsman _____	_____	_____	_____	_____	_____
Groomsman _____	_____	_____	_____	_____	_____
Groomsman _____	_____	_____	_____	_____	_____
Usher _____	_____	_____	_____	_____	_____
Usher _____	_____	_____	_____	_____	_____
Usher _____	_____	_____	_____	_____	_____
Ring-bearer _____	_____	_____	_____	_____	_____

Fathers

Style/Color _____

		Sizes:			
	Phone #	Coat	Trousers	Shirt	Shoes
Bride's Father _____	_____	_____	_____	_____	_____
Groom's Father _____	_____	_____	_____	_____	_____
Other Special Men _____	_____	_____	_____	_____	_____

The Reception



Date/Time _____ Address _____
Phone # _____
Food Service Time _____ Contact _____
Cost _____ Deposit _____ Cancellation Terms _____

Does the facility provide . . .

Catering Service? _____ Servers (how many)? _____
Liquor? _____ Bartenders? _____
Access for Decorating? _____ Tables & Chairs? _____
Dance Floor? _____ Ample Power Outlets? _____
Security? _____ Handicap Access? _____
Adequate Parking? _____ Valet Parking? _____
Cleanup? _____ Representative During? _____

Notes

Dinner/Reception Music

Group _____
Contact _____
Phone # _____
Playing from _____ to _____
Types of Music _____
Musicians Attire _____
Need Early Set-Up Time? _____
Cost _____ Deposit _____
Balance Due When? _____

Notes

Dance Music

Band/D.J. _____
Contact _____
Phone # _____
Playing from _____ to _____
Continuous Music or Breaks? _____
How Often? _____ How Long? _____
Overtime Policy _____
Types of Music _____
Musicians/DJ's Attire _____
Early Set-Up Time _____
Is Leader/DJ Going to Emcee? _____
Cost _____ Deposit _____
Balance Due When? _____

Catering



Caterer _____ Address _____
Phone # _____
Service Date/Time _____ Contact _____
Reception Location _____ Price _____

Cost

Per Person _____ x # Guests _____ = \$ _____ (Cost)

Menu

Does the Cost Cover . . .

All necessary equipment? _____ Room setup? _____
China & Flatware? _____ Cake Cutting? _____
Servers (how many)? _____ Setup & Cleanup? _____
Taxes & Gratuity? _____ Other? _____

Liquor

Supplier _____ Address _____
Phone # _____ Contact _____
Pickup or Deliver? _____ Ice _____
Open Bar from _____ to _____
Cash Bar from _____ to _____
Champagne for Toast _____ Wine(s) for Dinner _____

Other Beverages

Punch _____ Soft Drinks _____
Non-Alcoholic Wine/Beer/Champagne _____

The Cake



Bakery _____

Address _____

Phone # _____

Address _____

Contact _____

Wedding Cake

of Servings/Person _____

Description _____

Cost Per Serving _____

Cake Top or Fountain _____

Mints _____

Groom's Cake

of Pieces _____

Description _____

Cost Per Serving _____

Packaging _____

Miscellaneous _____

Transportation

Limo/Carriage Co. _____

Address _____

Phone # _____

Time/Hours Contracted _____

Contact _____

of Vehicles _____

Price _____

Notes

Flowers



Florist _____ Contact _____
 Address _____ Phone # _____
 Silk Florist _____ Contact _____
 Address _____ Phone# _____

Wedding Party Flowers Delivery Date/Time _____ Where: _____

		Fresh	Silk	Price
Brides Bouquet _____		_____	_____	_____
Floral Headpiece _____		_____	_____	_____
Throw Bouquet _____		_____	_____	_____
Maid of Honor Bouquet _____		_____	_____	_____
Bridemaid's Bouquets # _____		_____	_____	_____
Flower Girl _____		_____	_____	_____
Floral Headpieces # _____		_____	_____	_____
Groom's Boutonniere _____		_____	_____	_____
Men's Boutonnieres # _____		_____	_____	_____
Others _____		_____	_____	_____

Ceremony Flowers Delivery Date/Time _____ Where: _____

Altar Flowers # _____		_____	_____	_____
Aisle & Pew Decorations # _____		_____	_____	_____
Others _____		_____	_____	_____

Reception Flowers Delivery Date/Time _____ Where: _____

Head Table # _____		_____	_____	_____
Guest Tables # _____		_____	_____	_____
Cake Table # _____		_____	_____	_____
Buffet Table # _____		_____	_____	_____
Other # _____		_____	_____	_____

Rehearsal Dinner Flowers Delivery Date/Time _____ Where: _____

Centerpieces # _____		_____	_____	_____
Other # _____		_____	_____	_____

Rental & Decorations



Rental Company _____ Contact _____

Address _____ Phone # _____

Pickup/Delivery/Setup _____

Ceremony

Item _____ \$ _____ Item _____ \$ _____

Item _____ \$ _____ Item _____ \$ _____

Item _____ \$ _____ Item _____ \$ _____

Item _____ \$ _____ Item _____ \$ _____

Item _____ \$ _____ Item _____ \$ _____

Reception

Item _____ \$ _____ Item _____ \$ _____

Item _____ \$ _____ Item _____ \$ _____

Item _____ \$ _____ Item _____ \$ _____

Item _____ \$ _____ Item _____ \$ _____

Decorations (except flowers)

Decorating Service/Suppliers _____ Contact _____

Address _____ Phone # _____

Balloons

Arches & Sculptures _____ Balloon Release/Drop _____

Table Decorations _____ Balloon Bouquets _____

Other _____

Paper/Plastic Goods

Table Decorations _____ Tablecloths/Skirting _____

Hanging Decorations _____ Plates _____

Streamers _____ Tableware _____

Banners _____ Glasses _____

Napkins _____

Other _____

Photography



Photographer _____ Address _____

Phone # _____

Date Previews will be ready _____ Contact _____

Dates & Times

Formal Portrait _____ Formal Ceremony Before _____ After _____

Ceremony _____ **At Reception**

Reception _____ Receiving Line _____ Dinner _____ Dance _____

Number of Photos to be taken _____ Do we get all photos? _____

Package Description and Price _____

Additional Reprints Costs _____

Special Pictures & Guests Not To Be Missed

Videography

Videographer _____ Address _____

Phone # _____

Date Finished tape will be ready _____ Contact _____

Dates & Times

Ceremony _____ Reception _____

Editing/Special Effects? _____

Number of Hrs. of Total Taping _____ Approx. Edited Length _____

Number of Cameras/Microphones Used _____ Cost of Additional Copies _____

Package Description and Price _____

Special Pictures & Guests Not To Be Missed

Invitations & Stationery



Printer/Stationer _____

Phone # _____

Order Date _____

of Ceremony Guests _____

Contact _____

Address _____

Date Ready _____

of Reception Guests _____

Invitation Information

Date & Time _____

Location & Address _____

Reception Card Information

Time _____

Location & Address _____

RSVP Cards & Envelopes Information

Respond By _____

Name _____

Address _____

	Qty	Price
Reception Cards	_____	_____
RSVP Cards & Envelopes	_____	_____
Thank You Notecards	_____	_____
Embossed Napkins	_____	_____
Guest & Gift Record Book	_____	_____
Announcements	_____	_____
Ceremony Programs	_____	_____

Wedding Night Accommodations

Location _____

Phone # _____

Address _____

Travel Agency

Company _____

Phone # _____

Contact _____

Address _____

Honeymoon Destination

Location _____

Phone # _____

Departure Date/Time _____

Address _____

Contact _____

Arrival Date/Time _____

Transportation

Pickup Tickets at _____

Return Departure Date/Time _____

When? _____

Return Arrival Date/Time _____

Gift Registry



Store _____	Store _____
Address _____	Address _____
Phone # _____ Contact _____	Phone # _____ Contact _____

Dinnerware	Formal	Informal
Brand _____	_____	_____
Pattern _____	_____	_____
	Qty.	Qty.
Dinner Plates		
Salads		
Bread & Butters		
Cups & Saucers		
Soups		
Fruits		
Vegetables:		
Round		
Oval		
Covered		
Platters:		
Large		
Medium		
Small		
Gravy		

Stemware	Formal	Informal
Brand _____	_____	_____
Pattern _____	_____	_____
Color _____	_____	_____
	Qty.	Qty.
Water Goblets		
Wine Goblets		
Champagnes/Flutes		
Sherbet/Champagnes		
Cordials		
Juice Glasses		
Low Tumblers		
High Tumblers		
Highballs		
Old Fashioneds		
Brandys		

Flatware	Formal	Informal
Brand _____	_____	_____
Pattern _____	_____	_____
	Qty.	Qty.
Teaspoon		
Salad Forks		
Place Forks		
Place Knives		
Place/Soup Spoons		
Iced Teaspoons		
Butter Spreaders		
Serving Tablespoons		
Pierced Tablespoons		
Cold Meat Fork		
Butter Knife		
Sugar Spoon		
Gravy Ladle		
Cocktail Fork		
Casserole Spoon		
Pastry Server		
Hostess Set		
Serve Set		
Storage Chest		
Silver Keepers		

Serveware/Giftware			
Item	Qty.	Brand	Style
Salt & Pepper			
Gravy Boat			
Platter			
Bread Tray			
Serving Tray			
Vegetable Dish			
Covered Casserole			
Chafing Dish			
Salad Bowl			
Ind. Salad Bowls			
Salad Server			
Butter Dish			
Relish Dish			
Chip 'n Dip			
Sugar & Creamer			
Coffee/Tea Set			
Water Pitcher			
Punch Bowl Set			
Demitasse Cups			
Cordial Set			
Candlesticks (pair)			
Place Plates			
Coaster Set			
Vase			
Bowl			
Trivet			

Barware	
Brand _____	_____
Pattern _____	_____
Color _____	_____
	Qty.
Highballs	
Old Fashioneds	
Juices	
Beer Mugs	
Pilsners	
All Purpose Wines	
Flutes	
Shot Glasses	
Decanter	
Corkscrew	
Ice Bucket	
Ice Tongs	

Table Linens			
Table Shape _____	Color Scheme: _____		
Dimensions _____	_____		
Item	Qty.	Brand	Style
Runner			
Cloth			
Napkins			
Mats			
Napkin Rings			

Cookware			
Item	Qty.	Brand	Style
Sauce Pans:			
Qt.			
Qt.			
Qt.			
Qt.			
Double Boiler			
Skillets:			
Small			
Medium			
Large			
Chicken Fryer			
Dutch Oven			
Roaster			
Stock Pot			
Pressure Cooker			
Tea Kettle			
Bowl Set			
Wok			
w			

Gift Registry



Kitchen Accessories		
Item	Qty.	Brand
Kitchen Tool Set		
Spice Rack		
Canister Set		
Carving Board		
Cheese Board		
Acrylic Cutting Board		
Fondue		
Casserole		
Quiche Ceramic		
Au Gratin Server		
Lasagna Pan		
Souffle		
Thermal Server		
Salad Bowl		
Bowl Set		
Measuring Cups		
Measuring Spoons		
Spatulas		
Wire Whisk		
Rolling Pin		
Vegetable Steamer		
Steak Knives		
Cutlery:		
Paring Knife		
Utility Knife		
Bread Knife		
Butcher Knife		
Cook's Knife		
Sharpening Steel		
Boning Knife		
Slicing Knife		
Carving Knife		
Meat Fork		
Ironing Board		
Timer		
Kitchen Towels		
Dish Cloths		
Pot Holders		
Oven Mitts		
Aprons		
Mugs		
Cookie Sheets		
Pie Plates		
Cake Pans		
Baking Pans		
Pizza Pan		
Muffin Pans		
Bread/Loaf Pans		
Cookie Jar		
Cookbooks		
Step Stool		
Trash Can		
Bundt Pan		

Small Electricals			
Item	Qty.	Brand	Style
Toaster			
Iron			
Coffee Maker			
Coffee Grinder			
Electric Fry Pan			
Electric Can Opener			
Blender			
Hand Mixer			
Stand Mixer			
Broiler/Rotisserie			
Waffle Maker			
Electric Knife			
Slow Cooker			
Toaster Oven			
Food Processor			
Popcorn Popper			

Item	Qty.	Brand	Style
Vacuum Cleaner			
Hand Vacuum			
Electric Broom			
Microwave Oven			
Microwave Cart			
Convection Oven			
Electric Wok			
Food Slicer			
Hot Tray			
Electric Fondue			
Electric Juicer			
Ice Cream Maker			
Coffee Urn			
Electric Griddle			
Cappuccino/ Espresso Maker			

First Bedroom			
Item	Qty.	Brand	Color
Flat Sheets			
Fitted Sheets			
Pillowcases			
Waterbed sheet set			
Comforter			
Bed Ruffle			
Pillow Shams			
Quilted Bedspread			
Decorative Pillows			
Blankets			
Cotton			
Wool			
Vellux			
Electric Blanket			
Pillows			
Pillow Protectors			
Mattress Pad			

First Bathroom			
Item	Qty.	Brand	Color
Bath Towels			
Hand Towels			
Washcloths			
Fingertip Towel			
King Size Towels			
Bath Rug			
Contour Rug			
Commode Set			
Bath Mat			
Tissue Holder			
Soap dish			
Toothbrush Holder			
Waste Basket			
Bath Scale			
Hamper			
Shower Access.			

Misc. Household Items			
	Brand	Brand	
Telephone		Lawn & Garden	
Answering Machine		Hoses	
Television		Ladder	
Stereo		Other	
Power Tools			
Circular Saw			
Drill			
Other			