

The Planner

COLUMBUS
BRIDE
A COLUMBUS MONTHLY PUBLICATION

A WEDDING WORKBOOK

12 TO 8 MONTHS AHEAD

- Establish a budget and decide on the overall theme and style of the wedding (formal, informal etc.)
- Hire a bridal consultant, if desired
- Select a ceremony location; discuss service options with the clergy and set a date
- Choose reception and rehearsal dinner locations and make a deposit to secure desired dates
- Choose the attendants
- Compile the guest list
- Find a wedding gown, veil, accessories and bridesmaids' gowns
- Look at formalwear for the groom and groomsmen
- Select musicians for the ceremony and reception
- Select a florist, caterer, photographer and videographer
- Send an engagement announcement photo to your hometown papers, if you desire
- Send save-the-date cards, if using

WEDDING DAY COUNTDOWN

8 TO 4 MONTHS AHEAD

- Establish at least two gift registries
- Order invitations and stationery
- Contact calligrapher
- Order wedding cake and dessert table extras
- Mothers should select their gowns
- Plan honeymoon
- Shop for trousseau
- Make transportation arrangements for wedding

4 TO 2 MONTHS AHEAD

- Address invitations
- Reserve accommodations for out-of-town guests.
- Mail invitations at least six weeks in advance
- Buy wedding rings
- Choose favors and gifts for attendants
- Bride and groom should buy wedding gifts for each other

2 TO 1 MONTH AHEAD

- Have final fitting for all gowns
- Groom and groomsmen should be measured for formalwear
- Make appointments for hair styling and beauty treatments
- Write thank you notes for gifts as they are received
- Have bridal portrait taken
- Plan bachelor and bachelorette parties
- Contact gown and floral preservationists

2 WEEKS AHEAD

- Make up seating plan for ceremony and reception
- If bride is changing her name, she should do so on driver's license, credit cards, bank accounts, through Social Security and at work
- Confirm all details with caterer, florist, photographer, videographer, musician, baker and other vendors
- Apply for marriage license
- Prepare welcome baskets for out-of-town guests

1 WEEK AHEAD

- Confirm wedding and rehearsal times with bridesmaids, groomsmen and clergy
- Have bachelor and bachelorette parties
- Address announcements to be mailed on your wedding day
- Pack for honeymoon
- Prepare checks for clergy, musicians, florist and other vendors
- Finalize seating plans and confirm with caterer
- Rehearse the ceremony

GUEST LIST

Name: _____ Number attending _____ Regrets
Address: _____ Gift _____
Phone: _____ E-mail: _____ Thank you sent

Name: _____ Number attending _____ Regrets
Address: _____ Gift _____
Phone: _____ E-mail: _____ Thank you sent

Name: _____ Number attending _____ Regrets
Address: _____ Gift _____
Phone: _____ E-mail: _____ Thank you sent

Name: _____ Number attending _____ Regrets
Address: _____ Gift _____
Phone: _____ E-mail: _____ Thank you sent

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Address: _____ Gift _____
Phone: _____ E-mail: _____ Thank you sent

WEDDING ATTIRE

BRIDE'S GOWN

Salon _____ Contact _____ Phone _____ E-mail _____
Designer _____ Style # _____ Size _____ Color _____
Cost _____ Order Date _____ Deposit _____ Fitting Date _____
Total Gown \$ _____

ACCESSORIES

Salon _____ Contact _____ Phone _____ E-mail _____
Veil: Designer _____ Style # _____ Size _____ Color _____
Cost _____ Order Date _____ Deposit _____
Shoes: Designer _____ Style # _____ Size _____ Color _____
Cost _____ Order Date _____ Deposit _____
Other: Designer _____ Style # _____ Size _____ Color _____
Cost _____ Order Date _____ Deposit _____
Total Accessories \$ _____

BRIDESMAIDS' GOWNS

Salon _____ Contact _____ Phone _____ E-mail _____
Designer _____ Style # _____ Color _____
Bridesmaid _____ Size _____ Order Date _____ Fitting Date _____
Bridesmaid _____ Size _____ Order Date _____ Fitting Date _____
Bridesmaid _____ Size _____ Order Date _____ Fitting Date _____
Bridesmaid _____ Size _____ Order Date _____ Fitting Date _____
Bridesmaid _____ Size _____ Order Date _____ Fitting Date _____
Bridesmaid _____ Size _____ Order Date _____ Fitting Date _____

TUXEDOS

Salon _____ Contact _____ Phone _____ E-mail _____
Groom's Tuxedo
Jacket Style _____ Color _____ Rental Fee _____
Vest/Cummerbund/Tie _____ Color _____ Rental Fee _____
Shirt Style _____ Color _____ Rental Fee _____
Shoe Style _____ Color _____ Rental Fee _____
Ushers' Tuxedos Number of Ushers _____
Jacket Style _____ Color _____ Rental Fee _____
Vest/Cummerbund/Tie _____ Color _____ Rental Fee _____
Shirt Style _____ Color _____ Rental Fee _____
Shoe Style _____ Color _____ Rental Fee _____

CEREMONY & RECEPTION PLANS

CEREMONY LOCATION _____

Address _____

Clergy _____ Phone _____ E-mail _____ Fee _____

Ceremony Notes _____

RECEPTION LOCATION _____

Address _____

Catering Manager _____ Phone _____ E-mail _____

Date to call in final guest count _____

FOOD ITEMS	Cost Per Item	Estimated Quantity	Total
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
		Total Food \$	<u>_____</u>

BAR ITEMS

1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
		Total Bar \$	<u>_____</u>

Gratuity for wait and bar staff \$ _____

WEDDING CAKE

Baker _____ Contact _____ Phone _____ E-mail _____

Style _____ Icing Color _____ Cake Flavor _____ Filling Flavor _____

Total Cake \$ _____

ROOM & EQUIPMENT RENTAL FEES

Room Fee _____ Hours Reserved _____

Tables: Quantity _____ Size _____ Cost _____

Chairs: Quantity _____ Type _____ Cost _____

Linens: Color _____ Size _____ Cost _____

China, Glassware, Utensils _____ Cost _____

Other Items _____ Cost _____

Total Room & Rental Fees \$ _____

CEREMONY & RECEPTION PLANS

FLOWERS

Florist _____ Contact _____ Phone _____ E-mail _____

ARRANGEMENTS FOR CEREMONY

Altar: Quantity _____ Cost Each _____ Total _____

Aisle Arrangements: Quantity _____ Cost Each _____ Total _____

Aisle Runner: Cost _____ Candle Holders: Cost _____

ARRANGEMENTS/BOUQUETS FOR RECEPTION

Bride's Bouquet _____ Cost _____

Bridesmaids' Bouquets _____ Cost Each _____ Total _____

Mothers' Corsages _____ Cost Each _____ Total _____

Groom's Boutonniere _____ Total _____

Ushers' Boutonnieres _____ Cost Each _____ Total _____

Buffet Tables _____ Cost Each _____ Total _____

Guest Tables _____ Cost Each _____ Total _____

Head Table _____ Total _____

Cake Table _____ Total _____

Total Flowers \$ _____

FLOWER PRESERVATION

Floral Preserver _____ Phone _____ E-mail _____

Items To Preserve _____ Cost _____

Total Flower Preservation \$ _____

MUSIC

CEREMONY MUSIC

Musician _____ Contact _____ Phone _____ E-mail _____

Selections: Prelude _____

Processional _____

Recessional _____

Total Ceremony Music \$ _____

RECEPTION MUSIC

Musician/Deejay _____ Contact _____ Phone _____ E-mail _____

Cost Per Contract _____ Number of Hours _____ Each Additional Hour \$ _____

Selections _____

For First Dance _____

Total Reception Music \$ _____

CEREMONY & RECEPTION PLANS

PHOTOGRAPHY

Photographer _____ Contact _____ Phone _____ E-mail _____

Name of Service Purchased _____ Cost _____

Service Includes

Photo Size _____ Quantity _____ Cost _____

Photo Size _____ Quantity _____ Cost _____

Photo Size _____ Quantity _____ Cost _____

Photo Size _____ Quantity _____ Cost _____

Album Size _____ Cost _____

Picture Frames _____ Cost _____

Total Photography \$ _____

VIDEOGRAPHY

Videographer _____ Contact _____ Phone _____ E-mail _____

Cost of Service _____ Cost of Additional Copies _____

Editing Services _____

Total Videography \$ _____

TRANSPORTATION

Company _____ Contact _____ Phone _____ E-mail _____

Vehicle _____ Cost _____

Location _____ Arrival Time _____

Location _____ Arrival Time _____

Location _____ Arrival Time _____

Location _____ Arrival Time _____

Total Transportation \$ _____

GUEST LODGING

Hotel _____ Phone _____ E-mail _____

Address _____

Room Rate _____ Includes _____

Reservation Number _____

CEREMONY & RECEPTION PLANS

INVITATIONS

Stationer _____ Contact _____ Phone _____ E-mail _____

INVITATIONS

Manufacturer _____ Style _____ Color _____

Typestyle of Wording _____ Color _____

Quantity Ordered: _____ Invitations _____ Reception Cards _____ Reply Cards

_____ Outer Envelopes _____ Inner Envelopes _____ Reply Envelopes

_____ Announcements _____ Save-the-date Cards Cost _____

Postage Cost to Mail Each Invitation _____ Total _____ Date Mailed _____

Thank You Cards: Style _____ Quantity _____ Cost _____

Ceremony Programs: Style _____ Quantity _____ Cost _____

Napkins: Style _____ Quantity _____ Cost _____

Placecards: Style _____ Quantity _____ Cost _____

At Home Cards: Style _____ Quantity _____ Cost _____

Calligrapher _____ Phone _____ E-mail _____

Cost Per Invitation _____ Total _____

Total Invitations \$ _____

WEDDING CONSULTANT

Wedding Consultant _____ Phone _____ E-mail _____

Fee _____

Scheduled Meetings _____, _____, _____

Notes _____

GOWN PRESERVATION

Dry Cleaner/Preserver _____ Phone _____ E-mail _____

Type of Service Purchased _____ Cost _____

Date to Drop Off _____ Date Ready _____

Bridesmaid/Family Member to Drop Off Gown _____

Total Gown Preservation \$ _____

BRIDE'S BUDGET

Total Number of Guests Attending Reception: _____

	Deposit	Estimated Cost	Balance Due
Bride's Gown	_____	_____	_____
Bridal Accessories	_____	_____	_____
Reception Food	_____	_____	_____
Reception Beverage	_____	_____	_____
Reception Gratuities	_____	_____	_____
Wedding Cake	_____	_____	_____
Room & Equipment Rental	_____	_____	_____
Flowers	_____	_____	_____
Flower Preservation	_____	_____	_____
Music - Ceremony	_____	_____	_____
Music - Reception	_____	_____	_____
Photography	_____	_____	_____
Videography	_____	_____	_____
Transportation	_____	_____	_____
Invitations	_____	_____	_____
Wedding Consultant	_____	_____	_____
Gown Preservation	_____	_____	_____
GRAND TOTAL	\$ _____	\$ _____	\$ _____