



# Wedding Planner

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*Inspiration*

*Ideas*

*Notes*





*Inspiration / Notes / Ideas*



*Inspiration / Notes / Ideas*





*Inspiration / Notes / Ideas*



*Inspiration / Notes / Ideas*





*Inspiration / Notes / Ideas*



*Inspiration / Notes / Ideas*





*Inspiration / Notes / Ideas*



# Wedding Timeline



# wedding planning timeline

WEDDING DATE: \_\_\_\_\_

## 12 MONTHS BEFORE

- Set the date
- Set your budget
- Settle on a theme/style and color scheme
- Start a wedding planning binder and start keeping track of payments, deposits, phone numbers, deadlines, etc.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 10 MONTHS BEFORE

- Put together a guest list
- Book venues and caterers
- Book a band or DJ
- Book your officiant
- Find a photographer/videographer

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Ameer Photography!!!**

## 8 MONTHS BEFORE

- Choose your wedding stationery
- Order your save the dates
- Order your wedding dress
- Invite your friends and family to join your wedding party
- Register
- Block hotel rooms for out-of-town guests

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# wedding planning timeline

WEDDING DATE: \_\_\_\_\_

## 6 MONTHS BEFORE

- Send out save the date cards  \_\_\_\_\_
- Plan a honeymoon  \_\_\_\_\_
- Order bridesmaid dresses  \_\_\_\_\_
- Meet florist to plan bouquets, centerpieces, etc.  \_\_\_\_\_

## 4 MONTHS BEFORE

- Order your wedding invitations and reply cards  \_\_\_\_\_
- Order the cake  \_\_\_\_\_
- Order the groom's attire  \_\_\_\_\_
- Plan a rehearsal dinner  \_\_\_\_\_
- Make necessary hair and makeup appointments  \_\_\_\_\_
- Ask your MC and those giving speeches  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_

## 2 MONTHS BEFORE

- Send out invitations and make a system for recording rsvp's  \_\_\_\_\_
- Begin dress fittings  \_\_\_\_\_
- Arrange necessary transportation  \_\_\_\_\_
- Purchase rings  \_\_\_\_\_



The image shows a decorative stationery cover. It features a light blue background with a repeating pattern of pink and yellow roses and green leaves. The roses are in various stages of bloom, and the leaves are detailed with veins. The pattern is framed by a white border. In the center of the white area, the word "Stationery" is written in a large, elegant, black cursive font.

*Stationery*

# wedding planning timeline

WEDDING DATE: \_\_\_\_\_

## 1 DAY BEFORE

- Manicure and/or pedicure  \_\_\_\_\_
- Attend the rehearsal dinner  \_\_\_\_\_
- Give gifts to the wedding party  \_\_\_\_\_
- Get a good night's sleep  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_

## the big day!

- Hair and makeup  \_\_\_\_\_
- Dress to impress  \_\_\_\_\_
- Get hitched!  \_\_\_\_\_
- Make your rounds - greet everyone  \_\_\_\_\_
- Enjoy  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_



*Budget*



# wedding budget planner

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

	BUDGETED	ESTIMATE	SPENT
<b>Planning</b>			
Wedding planner/coordinator			
Bridal binder/planning bible			
Wedding inspiration magazines			
Marriage preparation course			
<b>TOTAL</b>			
<b>Stationery</b>			
Invitations			
Save the date cards			
Reply cards			
Thank you cards			
Postage			
Ceremony program			
Reception menu cards			
Place cards			
Guest book & pen			
Map & directions			
Seating plan display			
Other			
<b>TOTAL</b>			
<b>Photography &amp; Video</b>			
Engagement photography			
Wedding photography			
Videography			
Photo prints for bride & groom			
Photo prints for thank you card enclosures			
Photo album(s) for bride & groom			
Photo album(s) for parents			
Other			
<b>TOTAL</b>			

	BUDGETED	ESTIMATE	SPENT
<b>Bridal Attire</b>			
Wedding dress			
Wedding dress alterations			
Veil/headpiece			
Jewellery and/or accessories			
Shoes			
Garter			
Lingerie and hosiery			
Manicure and/or pedicure			
Hair styling			
Makeup			
Going away outfit/wardrobe change			
Other			
<b>TOTAL</b>			
<b>Groom Attire</b>			
Tuxedo or suit			
Tie or bowtie			
Accessories (watch, cufflinks)			
Other			
<b>TOTAL</b>			
<b>Floral</b>			
Bridal bouquet			
Bridesmaids' bouquets			
Groom's boutonniere			
Groomsmens' boutonnieres			
Parental boutonnieres/corsages			
Flower girl petals/bouquet			
Ring bearer boutonniere			
Altar arrangements			
Pew marker arrangements			
Reception table arrangements			
Cocktail table arrangements			
Cake table arrangements			
Head table arrangements			
Toss bouquet			
Vase rentals			
Delivery and set-up			
Other			
<b>TOTAL</b>			



	BUDGETED	ESTIMATE	SPENT
<b>Wedding Rings</b>			
Bride's ring			
Groom's ring			
<b>TOTAL</b>			
<b>Ceremony</b>			
Marriage license			
Ceremony rehearsal fee			
Church/venue fee			
Officiant fee/church donation			
Confetti or other			
Post-ceremony favor			
Ring pillow			
Ceremony music/musician			
Sand/unity candle			
Other			
<b>TOTAL</b>			
<b>Transportation</b>			
Limousine or car rental for bride & groom			
Limousine or car rental for bridal party			
Transport for out-of-town guests			
Valet parking			
Carriage rental			
Drivers' tip			
Car decorations			
Car cleaning			
Fuel			
Taxi services			
Other			
<b>TOTAL</b>			
<b>Cocktail Hour</b>			
Cocktail food and service			
Cocktail hour musicians			
Cocktail hour beverages			
Other			
<b>TOTAL</b>			



<b>Reception</b>			
Venue rental			
Table and chair rentals			
Reception meal and service			
Glassware rental			
Liquor			
Non-alcoholic beverages			
Cake			
Cake cutting fees			
Cake serving set			
Cake topper			
Late night snack/buffet			
Reception musician, DJ and/or entertainment			
Dance floor sound system			
Dance floor rental			
Wedding favours/giveaway			
Lighting			
Bartender fee			
Special occasion permit			
Liability insurance			
Decorations			
Centerpieces			
Other			
<b>TOTAL</b>			
<b>Favors &amp; Gifts</b>			
Gifts for out-of-town guests			
Bridesmaid gifts			
Groomsmen gifts			
Ring bearer gifts			
Flower girl gifts			
Other			
<b>TOTAL</b>			
<b>Misc</b>			
Rehearsal dinner			
Hotel accommodations			
Other:			
Other:			
Other:			
<b>TOTAL</b>			



Orders









# Appointments





# Guest List



# wedding guest list worksheets

List everyone you may want to invite and then track the final decisions.

RELATION	BRIDE	GROOM	INVITED (Y/N)	PLUS 1? (Y/N)	# OF INVITES
Family					
TOTAL INVITE COUNT FOR PAGE:					

# wedding guest list worksheets

List everyone you may want to invite and then track the final decisions.

RELATION	BRIDE	GROOM	INVITED (Y/N)	PLUS 1? (Y/N)	# OF INVITES
Friends					
TOTAL INVITE COUNT FOR PAGE:					



# wedding guest list worksheets

List everyone you may want to invite and then track the final decisions.

RELATION	BRIDE	GROOM	INVITED (Y/N)	PLUS 1? (Y/N)	# OF INVITES
Colleagues					
Other					
TOTAL INVITE COUNT FOR PAGE:					





*Ceremony*

# wedding ceremony details

DATE: \_\_\_\_\_ VENUE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

CONTACTS	NAME	PHONE #
Venue contact		
Officiant		
Photographer		
Videographer		

BRIDAL PARTY		GROOMSMEN	
1.	2.	1.	2.
3.	4.	3.	4.
5.	6.	5.	6.
7.	8.	7.	8.

INTRO / READINGS / VOWS / UNITY CEREMONY (list in order)	SPEAKERS	APPROX LENGTH



# wedding ceremony details

ITEMS REQUIRED	DETAILS
<input type="checkbox"/> Marriage license / certificate	
<input type="checkbox"/> Rings	
<input type="checkbox"/> Guest book & pens	
<input type="checkbox"/> Tradition requirements (unity candle, something borrowed, etc)	
<input type="checkbox"/> Written vows	
<input type="checkbox"/> Seating	
<input type="checkbox"/> Bouquets & boutonnieres	
<input type="checkbox"/> Flower girl petals	
<input type="checkbox"/> Signs	
<input type="checkbox"/> Programs	
<input type="checkbox"/> Confetti / favors	
<input type="checkbox"/> Decorations	
<input type="checkbox"/> Lighting	
<input type="checkbox"/> Sound system / music requirements	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## MUSIC LIST

Guest arrival ambience:	
Bridal party entrance:	
Bride walking down aisle:	
Exit:	



The image shows a stationery cover with a decorative floral border. The border features a repeating pattern of pink and yellow roses on a light blue background. The central area is a plain white rectangle. The word "Stationery" is written in a black, elegant cursive font across the white area.

*Stationery*

# wedding stationery guide

## TIMELINE & TRACKER

- 8 - 10 Months Before**  Source inspiration and decide on style for stationery suite. (See invite planning questions on page 2)
- 7 - 8 Months Before**  Order save-the-dates
- 6 - 7 Months Before**  Send out your save-the-dates
- 5 - 6 Months Before**  Plan invitation wording and finalize all details you want to include
- 3 - 4 Months Before**  Order invitations, RSVPs, any enclosure cards, etc.
- 3 Months Before**  Assemble invitations
- 2 - 3 Months Before**  Mail Invitations
- 1 Month Before**  Order day of stationery and thank you cards (place cards, menus, etc.)
- 2 - 4 Weeks Before**  Ensure all replies have been collected
- 1 - 2 Months After**  Send out thank you cards to all guests

## THE SAVE-THE-DATES

MY VENDOR: \_\_\_\_\_ ORDER BY \_\_\_\_\_

**PURPOSE** To ensure that as many of your guests as possible can attend the event and officially announce your wedding.

### WHAT TO INCLUDE:

- The date
- Names of couple
- The general location (state/province and country)
- Note that a formal invitation will follow.

**ORDERED**  **RECEIVED**  **MAILED**





# wedding stationery guide

## THE INVITATIONS: 10 questions to ask yourself when planning

1. What is your wedding style and color? \_\_\_\_\_  
(rustic, modern, garden-party, etc.) \_\_\_\_\_

2. Are there any personal values or tastes you want to reflect on your invitations?  
(sustainability, religious beliefs, heritage, etc.) \_\_\_\_\_  
\_\_\_\_\_

3. How formal is the occasion? \_\_\_\_\_

4. Will there be a dress code? \_\_\_\_\_

5. Will you have a wedding website? \_\_\_\_\_  
(Websites are a great way to reduce the amount of info you need to include on the invite)

6. How are you collecting RSVPs? \_\_\_\_\_

7. Have you collected samples of invites that you like? \_\_\_\_\_  
(Give these to your stationer if you are hiring a designer)

8. How are you addressing the envelopes? (calligraphy, labels, printing on envelopes)  
\_\_\_\_\_

9. How many invitations do you need? \_\_\_\_\_

10. What is your budget? (total and per invite) \_\_\_\_\_

**NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# wedding stationery guide

## THE INVITATIONS

MY VENDOR: \_\_\_\_\_

ORDER BY \_\_\_\_\_

**PURPOSE** To provide your guests with everything they need to know to attend the event.

### WHAT TO INCLUDE:

- Your names (may include parents)

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- Host and/or request lines (Ex: Together with family... invite you to join them as the marry)

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- The date (day, month, and year)

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- Ceremony time, location and address

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- Reception time and location (often just a hotel or hall name is used rather than listing another full address.)

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- Cocktail/dinner hours (indicate type of food service)

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- Dress code if applicable

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- RSVP instructions or reply cards with envelope to mail back (stamped and addressed)

### OPTIONAL EXTRAS

- Accommodation details (Required for destination weddings)

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- Map (If difficult to find or if some guests may not be internet savvy enough to use Google)

---

- Envelope liner (To dress up invitations)

---

- Belly band and/or ribbon (To hold pieces together nicely)

---

- Registry details or note about presentation

ORDERED    RECEIVED    MAILED





# wedding stationery guide

## THE REPLY CARDS

MY VENDOR: \_\_\_\_\_ ORDER BY \_\_\_\_\_

**PURPOSE** To collect the replies and menu choices (if applicable) for your wedding.

### WHAT TO INCLUDE:

- Reply by date (a month before is usually ideal)
  - Lines for those invited to write names
  - Menu options - A line or checkboxes to indicate what meals are preferred.
  - Return envelope that is addressed and stamped
- ORDERED    RECEIVED    MAILED



## THE ENVELOPES

MY VENDOR: \_\_\_\_\_ ORDER BY \_\_\_\_\_

**PURPOSE** To hold, protect, and deliver the wedding invitation and associated pieces.

### WHAT TO INCLUDE:

- Names of your invited guests. Ex: Jane & John Smith, John Smith & Guest, The Smith Family (If entire household is invited)
  - Delivery address
  - Return address
  - Stamp
- ORDERED    RECEIVED    MAILED





# THE THANK YOU CARDS

MY VENDOR: \_\_\_\_\_ ORDER BY \_\_\_\_\_

**PURPOSE** To show gratitude to your guests for attending your wedding.

**WHAT TO INCLUDE:**

- Dear name and/or relation

---

- A personalized note that mentions their generosity. Be specific. (Ex: Thank you so much for the amazing wine fridge, we are so excited to finally have one!)

---

- Signatures of the couple

---

- A photo from the wedding (optional)

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ORDERED    RECEIVED    MAILED



# EVENT STATIONERY

ITEMS	VENDOR	ORDERED	RECEIVED
<input type="radio"/> Place cards and/or escort cards			
<input type="radio"/> Menu cards			
<input type="radio"/> Table numbers			
<input type="radio"/> Programs			
<input type="radio"/> Favor tags			
<input type="radio"/> Coasters			
<input type="radio"/>			
<input type="radio"/>			
<input type="radio"/>			