Wedding

Planner

Inspiration

Ideas





wedding planning timeline

WEDDING DATE:

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

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

### 8 MONTHS BEFORE

	Choose your wedding stationery	
	Order your save the dates	$\bigcirc$
)	Order your wedding dress	
	Invite your friends and family to join your wedding party	0
	Register	0
-		

Block hotel rooms for out-of-town guests

wedding planning timeline

#### WEDDING DATE:

DM	MONTHS BEFORE							
$\bigcirc$	Send out save the date cards	0						
$\bigcirc$	Plan a honeymoon	0						
$\bigcirc$	Order bridesmaid dresses	0						
0	Meet florist to plan bouquets, centerpieces, etc.	0						

4 MONTHS BEFORE							
$\bigcirc$	Order your wedding invitations and reply cards	0					
	Order the cake	0					
	Order the groom's attire						
$\bigcirc$	Plan a rehearsal dinner						
	Make necessary hair and makeup appointments	0					
$\bigcirc$	Ask your MC and those giving speeches	0					
		$\bigcirc$					

## **2** MONTHS BEFORE

MONTHE DEEODE

$\bigcirc$	Send out invitations and make a system for recording rsvp's	0
$\bigcirc$	Begin dress fittings	0
$\bigcirc$	Arrange necessary transportation	$\bigcirc$
	Purchase rings	

A M E E R P H O T O G R A P H Y

Stationary

wedding planning timeline

WEDDING DATE:

I DAT BEFORE	
Manicure and/or pedicure	O
Attend the rehearsal dinner	0
Give gifts to the wedding party	0
Get a good night's sleep	0
0	0
0	0
0	0
0	0

the big day!

1 DAY REFORE

Hair and makeup

) Dress to impress

Get hitched!

Make your rounds - greet everyone

Enjoy

0_			
0_			
0_			
0_			
0_			
0_			
$\bigcirc$			

Budget

wedding budget planner

## TOTAL BUDGET:

	BUDGETED	ESTIMATE	SPENT
Planning			
Wedding planner/coordinator			
Bridal binder/planning bible			
Wedding inspiration magazines			
Marriage preparation course			
TOTAL			
Stationery			
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			
TOTAL			
Photography & Video			
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			
TOTAL			

	BUDGETED	ESTIMATE	SPENT
Bridal Attire			
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			
TOTAL			
Groom Attire			
Tuxedo or suit			
Tie or bowtie			
Accessories (watch, cufflinks)			
Other			
TOTAL			
Floral			
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			
TOTAL			

	BUDGETED	ESTIMATE	SPENT
Nedding Rings			
Bride's ring			
Groom's ring			
TOTAL			
Ceremony			
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			
TOTAL			
Transportation			
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			
TOTAL			
Cocktail Hour			
Cocktail food and service			
Cocktail hour musicians			
Cocktail hour beverages			
Other			
TOTAL			

ReceptionIndexIndexIndexYence rentalIndexIndexIndexRecent meal and serviceIndexIndexIndexGlasswar rentalIndexIndexIndexGlasswar rentalIndexIndexIndexGlasswar rentalIndexIndexIndexGlasswar rentalIndexIndexIndexGlasswar rentalIndexIndexIndexGlasswar rentalIndexIndexIndexGaleIndexIndexIndexGaleIndexIndexIndexGaleIndexIndexIndexGale serving setIndexIndexIndexGale serving setIndexIndexIndexGale serving setIndexIndexIndexBaceflor rentalIndexIndexIndexGale for serving lyeawayIndexIndexIndexGrade fielIndexIndexIndexGrade fielIndexIndexIndexBaceflor servingIndexIndexIndexGrade fielIndexIndexIndexGrade fielIndexIndexIndexGale fieldIndexIndexIndexGale fieldIndexIndexIndexGrade fieldIndexIndexIndexGale fieldIndexIndexIndexGale fieldIndexIndexIndexGale fieldIndexIndexIndex		200 6 4	Ja Sa	
Table and chair rentalsImage: second of the sec	Reception			
Recention meal and serviceIndexIndexIndexGlassware rentalIndexIndexIndexLiquorIndexIndexIndexNon-alcoholic beveragesIndexIndexIndexCakeIndexIndexIndexCake serving setIndexIndexIndexCake topperIndexIndexIndexCake serving setIndexIndexIndexCake serving setIndexIndexIndexCake topperIndexIndexIndexCake serving setIndexIndexIndexCake topperIndexIndexIndexCake topperIndexIndexIndexDance floor sound systemIndexIndexIndexDance floor rentalIndexIndexIndexBartender freIndexIndexIndexSpecial occasion permitIndexIndexIndexLiability insuranceIndexIndexIndexDecorationsIndexIndexIndexChere priseesIndexIndexIndexIndex sidiffsIndexIndexIndexGifts for out-of-town guestsIndexIndexIndexIndex sidiffsIndexIndexIndexGrownsma giftsIndexIndexIndexIndex giftsIndexIndexIndexGifts for out-of-town guestsIndexIndexIndexIndex giftsIndexIndexIndex<	Venue rental			
Glassware rentalImage: set of the set of	Table and chair rentals			
LiquorIndexIndexIndexNon-alcoholic beveragesIndexIndexCakeIndexIndexIndexCake cutting feesIndexIndexIndexCake corporIndexIndexIndexCake topperIndexIndexIndexLate night snack/buffetIndexIndexIndexReception musician, DJ and/or entertainmentIndexIndexDance floor sound systemIndexIndexIndexDance floor sound systemIndexIndexIndexDecorationsIndexIndexIndexDecorationsIndexIndexIndexCotherIndexIndexIndexFavors & GiftsIndexIndexIndexGroomsmen giftsIndexIndexIndexFlower gift giftsIndexIndexIndexFlower gift giftsIndexIndexIndexFlower gift giftsIndexIndexIndexFlower gift giftsIndexIndexIndexHotel accommodation	Reception meal and service			
Non-alcoholic beveragesImage: set of the	Glassware rental			
CakeImage: set of the set of t	Liquor			
Cake cutting feesImage: set of the set of	Non-alcoholic beverages			
Cake serving setImage: serving setImage: serving setCake topperImage: serving setImage: serving setLate night snack/buffetImage: serving setImage: serving setReception musician, DJ and/or entertainmentImage: serving setImage: serving setDance floor sound systemImage: serving setImage: serving setDance floor sound systemImage: serving setImage: serving setDance floor sound systemImage: serving setImage: serving setWedding favours/giveawayImage: serving setImage: serving setLightingImage: serving setImage: serving setBartender feeImage: serving setImage: serving setSpecial occasion permitImage: serving setImage: serving setLiability insuranceImage: serving setImage: serving setDecorationsImage: serving setImage: serving setCotherImage: serving setImage: serving setGrifts for out-of-town guestsImage: serving setImage: serving setRing bearer giftsImage: serving setImage: serving setRing bearer giftsIma	Cake			
Cake topperImage: seak/buffetImage: seak/buffetImage: seak/buffetLate night snack/buffetImage: seak/buffetImage: seak/buffetReception musician, DJ and/or entertainmentImage: seak/buffetImage: seak/buffetDance floor sound systemImage: seak/buffetImage: seak/buffetDance floor rentalImage: seak/buffetImage: seak/buffetWedding favours/giveawayImage: seak/buffetImage: seak/buffetWedding favours/giveawayImage: seak/buffetImage: seak/buffetBartender feeImage: seak/buffetImage: seak/buffetSpecial occasion permitImage: seak/buffetImage: seak/buffetLiability insuranceImage: seak/buffetImage: seak/buffetDecorationsImage: seak/buffetImage: seak/buffetCenterpiecesImage: seak/buffetImage: seak/buffetGtherImage: seak/buffetImage: seak/buffetFavors & GiffsImage: seak/buffetImage: seak/buffetGroomsmen giftsImage: seak/buffetImage: seak/buffetRing bearer giftsImage: seak/buffetImage: seak/buffetGtherImage: seak/buffetImage: seak/buffetTotALImage: seak/buffetImage: seak/buffetMiscImage: seak/buffetImage: seak/buffetRing bearers dinnerImage: seak/buffetImage: seak/buffetNiscImage: seak/buffetImage: seak/buffetAuter seak/buffetImage: seak/buffetImage: seak/buffetNiscImage: seak/buffetImage: seak/buffet<	Cake cutting fees			
Late night snack/buffetIndexIndexIndexReception musician, DJ and/or entertainmentIndexIndexIndexDance floor sound systemIndexIndexIndexDance floor rentalIndexIndexIndexDance floor rentalIndexIndexIndexWedding favours/giveawayIndexIndexIndexLightingIndexIndexIndexBartender feeIndexIndexIndexSpecial occasion permitIndexIndexIndexLiability insuranceIndexIndexIndexDecorationsIndexIndexIndexOtherIndexIndexIndexFavors & GiftsIndexIndexIndexGifts for out-of-town guestsIndexIndexIndexBridesmaid giftsIndexIndexIndexGroomsnen giftsIndexIndexIndexFlower girt giftsIndexIndexIndexOtherIndexIndexIndexHotel accommodationsIndexIndexIndexOther:IndexIndexIndexOther:IndexIndexIndexOther:IndexIndexIndex	Cake serving set			
Reception musician, DJ and/or entertainmentImage: state interfact inter	Cake topper			
Dance floor sound systemImage: sourd systemDance floor rentalImage: sourd systemWedding favours/giveawayImage: sourd systemLightingImage: sourd systemBartender feeImage: sourd systemSpecial occasion permitImage: sourd systemLiability insuranceImage: sourd systemDecorationsImage: sourd systemCenterpiecesImage: sourd systemOtherImage: sourd systemTOTALImage: sourd systemFavors & GiftsImage: sourd systemGroomsmen giftsImage: sourd systemRing bearer giftsImage: sourd systemOtherImage: sourd systemTOTALImage: sourd systemMiscImage: sourd systemRindscasal dinnerImage: sourd systemHotel accommodationsImage: sourd systemOther:Image: sourd systemOther: <t< td=""><td>Late night snack/buffet</td><td></td><td></td><td></td></t<>	Late night snack/buffet			
Dance floor rentalImage: state of the state o	Reception musician, DJ and/or entertainment			
Wedding favours/giveawayImage: status of the st	Dance floor sound system			
LightingImage: set of the set	Dance floor rental			
Bartender feeImage: second	Wedding favours/giveaway			
Special occasion permitImage: special occasion permitLiability insuranceImage: special occasion permitDecorationsImage: special occasion permitCenterpiecesImage: special occasion permitOtherImage: special occasion permitTOTALImage: special occasion permitFavors & GiftsImage: special occasion permitGifts for out-of-town guestsImage: special occasion permitBridesmaid giftsImage: special occasion permitGroomsmen giftsImage: special occasion permitFlower gift giftsImage: special occasion permitOtherImage: special occasion permitMiscImage: special occasion permitRehearsal dinnerImage: special occasion permitHotel accommodationsImage: special occasion permitOther:Image: special occasion permitImage: special occasion permitImage: special occasion permit	Lighting			
Liability insuranceImage: section sec	Bartender fee			
DecorationsImage: second s	Special occasion permit			
CenterpiecesImage: constraint of the sector of	Liability insurance			
OtherImage: constraint of the second sec	Decorations			
TOTALImage: selection of the sel	Centerpieces			
Favors & GiftsImage: set of the set of th	Other			
Gifts for out-of-town guestsImage: set of the set of	TOTAL			
Bridesmaid giftsImage and the second sec	Favors & Gifts			
Groomsmen giftsImage and the server giftsImage and the server giftsFlower girl giftsImage and the server giftsImage and the server giftsOtherImage and the server giftsImage and the server giftsTOTALImage and the server giftsImage and the server giftsMiscImage and the server giftsImage and the server giftsRehearsal dinnerImage and the server giftsImage and the server giftsHotel accommodationsImage and the server giftsImage and the server giftsOther:Image and the server giftsImage and	Gifts for out-of-town guests			
Ring bearer giftsImage: selection of the selectio	Bridesmaid gifts			
Flower girl giftsImage: state of the state of	Groomsmen gifts			
OtherOtherImage: Constraint of the sector of the sec	Ring bearer gifts			
TOTALImage: state of the state o	Flower girl gifts			
MiscImage: Sector of the sector o	Other			
Rehearsal dinnerImage: Composition of the state of the sta	TOTAL			
Hotel accommodationsImage: CommodationsOther:Image: CommodationsOther:Image: CommodationsOther:Image: CommodationsOther:Image: CommodationsOther:Image: Commodations	Misc			
Other:Image: Constraint of the state of the s	Rehearsal dinner			
Other: Other:	Hotel accommodations			
Other:	Other:			
	Other:			
TOTAL	Other:			
	TOTAL			

Orders

# wedding orders log

List everything you need for your wedding and track when it has been ordered & received.

ITEM/S	ORDER BY	NEED IN HANDS BY	VENDOR	ORDERED	RECEIVED
*					0
				0	0
					0
				0	0
4					0
				0	0
					0
SC.					0
*				0	0
e .					0
					0
5					0
4					0
					0
				0	0
SL.				0	0
	A the second		AKY - J.S.		- wit

## AMEER PHOTOGRAPHY

Appointments

# wedding appointments log

List all your wedding related appointments and check them off after they are done.

x	APPOINTMENT TYPE	WITH/CONTACT	DATE	TIME	PURPOSE		
-							9
-							d'
							g
5							
A							
							T
N							50
R							
3							-
34							1
						0	9
1						0	
4							1
							V
						0	9X
X							
-	A A A A A A A A A A A A A A A A A A A	The Alter	Silve March			-2.	-9

## A M E E R P H O T O G R A P H Y

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	
							-
							9
31							
(10)							E
3							
							3
97							
a	Family						
A							->
6							16
51							E
							F
-							1
30							2)
			TOTAL INVIT	E COUNT F	OR PAGE:		1

## A M E E R P H O T O G R A P H Y

MARCE INTE

-ALIN N

MILL CONT

-11

L'ALLAN N

J. C. Come

-111

MARCENTE

# wedding guest list worksheers

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

RELATION	BRIDE	GROOM	INVITED (Y/N)	PLUS 1? (Y/N)	# OF
Friends					
			L INVITE COUNT F	OR PAGE:	

## AMEER PHOTOGRAPHY

# 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	N.
							-
							-
引							
	Colleagues						7
T							X
30							R
20							-
5							-7
3							1
TI.	Other						E.
							2
-							3
			TOTAL	INVITE COUNT F	OR PAGE:		R

## A M E E R P H O T O G R A P H Y



# wedding ceremony details

DATE: VENUE: END TIME:

	CONTACTS	N	AME	PHONE #
	Venue contact			
X	Officiant			
1	Photographer			
N	Videographer			
		Pale X	HEBSOLP.	
7	BRIDAL	PARTY	GROOI	MSMEN
	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

1)

APPROX LENGTH

La Contrata

wedding ceremony details

	1
MS REQUIRED	DETAILS
Marriage license / certificate	

)	Rings
)	Guest book & pens
)	Tradition requirements (unity candle, something borrowed, etc)
)	Written vows
)	Seating
	Bouquets & boutonnieres
)	Flower girl petals
)	Signs
	Programs
)	Confetti / favors
)	Decorations
)	Lighting
)	Sound system / music requirements
)	
)	
_	

MUSIC LIST

Guest arrival ambience:

14 × 6.00

ITEMS RE

Bridal party entrance:

Bride walking down aisle:

AMEER PHOTOGRAPHY WWW.AMEERPHOTOGRAPHY.CO.UK INFO@AMEERPHOTOGRAPHY.CO.UK

and a mo

Stationary

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	O Send out your save-the-dates
5 - 6 Months Before	O 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	O 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	O Ensure all replies have been collected
1 - 2 Months After	O 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



A M E E R P H O T O G R A P H Y www.ameerphotography.co.uk info@ameerphotography.co.uk

MAILED

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

wedding stationery guide

 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?

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:

## THE INVITATIONS

wedding stationery guide

#### 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)
- Host and/or request lines (Ex: Together with family... invite you to join them as the marry)
- ) The date (day, month, and year)
- ) Ceremony time, location and address
- Reception time and location (often just a hotel or hall name is used rather than listing another full address.)
- Cocktail/dinner hours (indicate type of food service)
- Dress code if applicable
- RSVP instructions or reply cards with envelope to mail back (stamped and addressed)

#### OPTIONAL EXTRAS

- Accommodation details (Required for destination weddings)
  - 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



## THE REPLY CARDS

wedding stationery guide

#### **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



## THE ENVELOPES

MAILED

#### **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



AMEER PHOTOGRAPHY WWW.AMEERPHOTOGRAPHY.CO.UK INFO@AMEERPHOTOGRAPHY.CO.UK

## 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!)

MAILED

Signatures of the couple

A photo from the wedding (optional)

ORDERED RECEIVED



## EVENT STATIONERY

ITEMS	VENDOR	ORDERED	RECEIVED
Place cards and/or escort cards			
Menu cards			
Table numbers			
O Programs			
Favor tags			
O Coasters			
0			
0			
0			
	* A Contraction	* * *	