### 12 Months To Go
- Announce engagement
- Arrange for your families to meet, if they haven’t already
- Set a budget and determine who will be paying for what
- Decide what type of wedding you want: style, size, location, time of day, etc.
- Draft preliminary guest lists: Bride’s, Groom’s, Bride’s family, Groom’s family
- Register for engagement gifts
- Gather ideas for your ceremony and reception
- Order thank-you notes for engagement gifts
- Subscribe to wedding magazines

### 11 Months To Go
- Interview wedding planners and hire one, if desired
- Plan engagement party
- Begin dress research
- Set a wedding date
- Start your ceremony and reception location search
- Create a wedding Web site

### 10 Months To Go
- Determine your wedding’s color palette and theme
- Reserve a ceremony and reception site
- Research marriage license and residency requirements if you’re getting married abroad
- Select the members of your bridal party
- Reserve a block of rooms for out of town guests

### 9 Months To Go
- Make bridal salon appointments to try on wedding gowns
- If wearing an heirloom gown, clean and schedule alterations
- Gather vendor referrals from friends and relatives
- Interview officiants
- Order and mail save-the-date cards
- Start meeting with vendors – photographers, caterers, bakers, videographers, florists, bands and DJs

### 8 Months To Go
- Start a fitness/workout regime
- Contact lighting and tent rental companies for at-home weddings
- Delegate agreed responsibilities to your groom
7 MONTHS TO GO

☐ Finalize wedding theme and palette
☐ Research wedding customs and traditions
☐ If you’re getting married at-home, talk to your gardener about landscapeing

6 MONTHS TO GO

☐ Book baker and decide on cake flavor, design and style
☐ Discuss groom’s cake ideas, if having
☐ Book caterer
☐ Book florist and determine overall style for personal flowers, ceremony and reception décor
☐ Book ceremony musicians and reception band, or DJ
☐ Book photographer and videographer
☐ Finalize guest list and mailing addresses
☐ Research invitation designs
☐ Select an officiant and discuss ceremony service
☐ Order your wedding dress and accessories
☐ Book day of transportation for the bride, groom and bridal party
☐ Reserve a hotel room for your wedding night
☐ If necessary, update passports

5 MONTHS TO GO

☐ Select bridesmaids’ attire and confirm that each bridesmaid has ordered her dress
☐ Select attire for your flower girl(s) and ring bearer(s)
☐ Provide bridal shower guest list to maid-of-honor
☐ Update registry lists for bridal shower
☐ Research honeymoon destinations
☐ Finalize invitation design and order wedding invitations, and don’t forget to order extra outer-envelopes
☐ Check invitation proof
☐ Test drive directions before printing direction cards
☐ Reserve rental items
4 MONTHS TO GO
- Book honeymoon
- Provide guest address list to calligrapher
- Meet with hair and makeup stylists to discuss ideas
- Create song play and do not playlists
- Select first dance and other special dance songs
- Schedule dance lessons, if desired
- Order wedding rings
- Reserve tuxedos for groom, dads and groomsmen
- Draft wedding program information
- Schedule your wedding rehearsal with officiant and bridal party

3 MONTHS TO GO
- Attend first dress fitting
- Plan rehearsal dinner: book space and order invitations
- Order or make wedding favors
- Purchase guest book/vessel for guest notes
- Research signature drink options
- Attend pre-marriage counseling or classes, if required
- Request time off from work for your honeymoon
- Finalize flower arrangements for ceremony, reception and personal flowers
- Order wedding programs

2 MONTHS TO GO
- Mail wedding invitations
- Keep a record of RSVP cards you receive
- Schedule a makeup and hair trial
- Select gifts for attendants and parents
- Attend bridal shower
- Write and mail shower thank-you notes
- Start drafting your wedding vows, if writing your own
- Schedule a tasting with your caterer and confirm reception menu
- Send wedding announcement to local newspaper, if desired
1 MONTH TO GO

☐ Draft seating chart
☐ Review ceremony details with your officiant
☐ Distribute copies of selected readings and songs to ceremony participants
☐ Apply for a marriage license
☐ Send photo shot list to photographer and do/do not play list to band/DJ
☐ Attend bachelor/bachelorette parties
☐ Write your wedding speech/toast
☐ Prepare bride and groom emergency kits
☐ Assemble guest room gifts for out-of-town guests
☐ Start breaking in your wedding day shoes
☐ Attend a hair and makeup trial and remember to take pictures of yourself
☐ Schedule a haircut appointment for the groom for the week or two before the wedding
☐ Find something old, new, borrowed and blue
☐ Attend final dress fitting
☐ Pick up your wedding rings
☐ Send seating and place cards to calligrapher, or begin to write/print them yourself

1 WEEK TO GO

☐ Pick-up wedding dress from bridal salon
☐ Have groom and groomsmen pick-up their tuxedos
☐ Give the caterer your final head count
☐ Send reception location manager final seating chart and drop off seating cards
☐ Distribute wedding day timeline and contact list to vendors and bridal party
☐ Give ceremony and reception location managers a vendor contact sheet
☐ Confirm wedding day beauty appointments
☐ Confirm wedding day details with all vendors
☐ Pack for honeymoon
☐ Deliver guest room gifts to hotel
☐ Assign day-of responsibilities to attendants
☐ Arrange for someone to send your wedding dress to a preservationist and return your groom's tuxedo to the rental store
**N° 5 WEDDING TIMELINE/CHECKLIST**

### Day Before
- [ ] Organize tipping envelopes
- [ ] Attend rehearsal and rehearsal dinner
- [ ] Drop off ceremony accessories at ceremony site – programs, yarmulkes, unity candle, etc.
- [ ] Give attendants and parents thank you gifts
- [ ] Get a manicure and pedicure

### Day of – See Separate Timeline

### After the Wedding
- [ ] Mail thank you cards to guests within 8 weeks of returning from your honeymoon
- [ ] Send thank you notes to your vendors
- [ ] Send change-of-address form to post office, if necessary
- [ ] Change your last name on necessary forms

Notes
HAIR STYLIST

Name: ____________________  Notes: ____________________
Salon: ____________________
Phone: ____________________
Address: ____________________

Hours: ____________________
WWW: ____________________
Email: ____________________

Trial Appointment Date & Time: ____________________
Trial Fee: ____________________

INSERT PHOTOS from hair trial—front, back and side view

WEDDING DAY APPOINTMENT

Location: ____________________  Notes: ____________________
Date & Time: ____________________
Estimated number of hours: ____________________
Services included: ____________________
Total Cost of Service (including tip): ____________________
Overtime Rate: ____________________
MAKEUP ARTIST

Name: ___________________________  Notes: ___________________________
Salon: ___________________________
Phone: ___________________________
Address: _________________________

Hours: ___________________________
WWW: ___________________________
Email: ___________________________

Trial Appointment Date & Time: ___________________________
Trial Fee: _________________________

INSERT PHOTOS from makeup trial

LIST MAKEUP COLORS HERE:

Lipstick: ___________________________  Eye Shadow: ___________________________  Mascara: ___________________________
Lip Liner: _________________________  Eye Shadow: ___________________________  Blush: ___________________________
Lip Gloss: _________________________  Eye Liner: _____________________________  Foundation: _______________________

WEDDING DAY APPOINTMENT

Location: ___________________________  Notes: ___________________________
Date & Time: _________________________
Estimated number of hours: ___________________________
Services included: ___________________________
Total Cost of Service (including tip): ___________________________
Overtime Rate: _________________________
Bridal Party Contact List

Maid of Honor
Name:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Bridesmaid
Name:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Bridesmaid
Name:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Bridesmaid
Name:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Junior Bridesmaid
Name:
Parents’ Names:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Flower Girl
Name:
Parents’ Names:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Best Man
Name:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Groomsman
Name:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Groomsman
Name:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Groomsman
Name:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Usher
Name:
Home Phone:
Cell Phone:
Email:
Special Assignment:

Ring Bearer
Name:
Parents’ Names:
Home Phone:
Cell Phone:
Email:
Special Assignment:
Salon: __________________________
WWW: __________________________
Salesperson: ______________________
Phone: __________________________
Fax: _____________________________
Email: ___________________________
Address: _________________________

Appointment Date & Time:

**MY FAVORITE GOWNS:**

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**ACCESSORIES:**

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<td>Size:</td>
<td>Price:</td>
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<td>Description:</td>
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</table>
N o . 1 0  B R I D E S M A I D  F A S H I O N  W O R K S H E E T

PURCHASED BRIDESMAID DRESSES FROM:

Store: ___________________________
Salesperson: ________________
Phone: _________________________
Email: _________________________
WWW: _________________________
Address: ______________________
Store hours: _________________
Directions: ____________________

Notes: _________________________


DRESS DETAILS

Designer: _______________________
Style No./Name: __________________
Color: _________________________
Description: __________________

Total Cost: _______________________
Deposit: _______________ Date Paid: __________
Balance: _______________ Date Paid: __________
Order Date: _______________ Delivery Date: __________
Delivery/Pick-up Instructions: __________________


SIZE/MEASUREMENTS

Bust: _________________________
Hips: _________________________
Size Ordered: __________________

Waist: _________________________
Height or Outseam: _______________


ALTERATIONS

Seamstress: _____________________
Phone: _________________________
Email: _________________________
Address: ______________________

Fee: _________________________
Fitting Date: _________________
Pick-up Date: _________________


DRESS ACCESSORIES

Shoes
Designer: ______________________
Style No./Name: __________________
Size: _______________ Color: ___________ Price: ___________
Description: __________________

Wrap/Shawl
Designer: ______________________
Style No./Name: __________________
Size: _______________ Color: ___________ Price: ___________
Description: __________________

Jewelry
Designer: ______________________
Style No./Name: __________________
Size: _______________ Color: ___________ Price: ___________
Description: __________________

Handbag
Designer: ______________________
Style No./Name: __________________
Size: _______________ Color: ___________ Price: ___________
Description: __________________
**Bridesmaid Fashion Worksheet For the Bride**

**Purchased Bridesmaid Dress From:**
- Store: 
- Salesperson: 
- Phone: 
- Email: 
- WWW: 
- Address: 
- Store hours: 
- Directions: 

**Dress Details**
- Designer: 
- Style No./Name: 
- Color: 
- Description: 

**Confirmation of Order**
- Maid-of-Honor: 
- Bridesmaid: 
- Bridesmaid: 
- Bridesmaid: 
- Bridesmaid: 
- Jr. Bridesmaid: 
- Jr. Bridesmaid: 
- Flower Girl: 

**Dress Accessories**
- Shoes
  - Designer: 
  - Style No./Name: 
  - Size: 
  - Color: 
  - Price: 
  - Description: 

- Handbag
  - Designer: 
  - Style No./Name: 
  - Size: 
  - Color: 
  - Price: 
  - Description: 

- Wrap/Shawl
  - Designer: 
  - Style No./Name: 
  - Size: 
  - Color: 
  - Price: 
  - Description: 

- Jewelry
  - Designer: 
  - Style No./Name: 
  - Size: 
  - Color: 
  - Price: 
  - Description: 

**Name:** 

**Notes:**

**Total Cost:**

**Order Date:**

**Delivery Date:**

**Delivery/Pick-up Instructions:**

**Date:**

**Date:**

**Date:**

**Date:**

**Date:**

**Date:**

**Date:**

**Date:**
One of the first wedding planning tasks to undertake is creating your wedding budget. Estimate that 50% of your budget will be allocated for the reception (location, food and drinks). The remaining money should be divided among the other ceremony and reception categories – stationery, flowers, music, photography and videography and wedding attire.

<table>
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<td>Flowers &amp; Décor</td>
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Notes
## Ceremony

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<tr>
<td>Choir or Cantor</td>
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<tr>
<td>Marriage Contract/Ketubah</td>
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<td>Yarmulkes</td>
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## Reception

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## Food & Drink

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## Transportation

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**PHOTO & VIDEO**

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**MUSIC**

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**STATIONERY**

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Notes
# Budget Worksheet

## Wedding Cake

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## Flowers & Decor

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## Notes

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### Wedding Attire & Beauty

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### Gift & Favors

- Maid-of-Honor and Bridesmaid Gifts
- Best Man and Groomsman Gifts
- Flower Girl and Ring Bearer Gifts
- Gifts for Bride’s Parents
- Gifts for Groom’s Parents
- Guest Room Gifts
- Wedding Favors

### Honeymoon

- Airfare
- Hotel Accommodations
- Meals
- Activities (golf, theatre, spa, etc.)

### Notes

---

ruvellandhazlitt.com
# Ceremony Worksheet

## Processional Order

In the numbers below, list the order of your wedding processional:

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## Recessional Order

In the numbers below, list the order of your wedding recessional:

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## Ceremony Parts

In the numbered list below, list the parts of your ceremony, and who is assigned to each part: (readings, songs, etc...)

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<td>10</td>
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</table>
Don’t forget these important items on your wedding day:

- Wedding dress, veil and headpiece
- Shoes, hosiery and undergarments
- Jewelry
- Something old, new, borrowed and blue
- Gloves, if wearing
- Emergency Kits, for the bride, groom and bridesmaids (see separate template)
- Copies of vendor and bridal party contact list and timeline for the day
- Wedding programs, if you haven’t already delivered them to the ceremony site
- Wedding favors, if you haven’t already delivered them to the reception site
- Marriage license
- Wedding bands and ring bearer pillow
- Suitcase, airline tickets and passports if you’re leaving for your honeymoon from the reception
- Copy of your wedding vows, if you’re writing your own
- Copy of your wedding toast, if you are planning to make a speech
- Envelopes with tips for vendors

Notes:
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<td>Fax:</td>
</tr>
<tr>
<td>WWW:</td>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td>Items to bring:</td>
<td></td>
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</tr>
</tbody>
</table>

Notes

---

ruzebandhazl.com
# Destination Wedding Travel Worksheet

## Lodging
<table>
<thead>
<tr>
<th>Hotel No.1:</th>
<th>Hotel No.3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Contact:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
</tbody>
</table>

WWW: ____________________________  Discount Code: ____________________________

<table>
<thead>
<tr>
<th>Hotel No.2:</th>
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</thead>
<tbody>
<tr>
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<td>Phone:</td>
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</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
</tbody>
</table>

WWW: ____________________________  Discount Code: ____________________________

## Ground Transportation
### From hotel to airport
<table>
<thead>
<tr>
<th>Company:</th>
<th>WWW:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Email:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Pick-up Time: Location:</td>
</tr>
</tbody>
</table>

### For guests to/from wedding
<table>
<thead>
<tr>
<th>Company:</th>
<th>WWW:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Email:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Fax:</td>
<td>To Wedding Pick-up Time: Location:</td>
</tr>
<tr>
<td></td>
<td>To Hotel Pick-up Time: Location:</td>
</tr>
</tbody>
</table>

Travel Agent/Wedding Coordinator: ____________________________

Phone: ____________________________  Cell Phone: ____________________________

Fax: ____________________________  Email: ____________________________

WWW: ____________________________

Notes

______________________________  ________________

______________________________  ________________

______________________________  ________________

______________________________  ________________

______________________________  ________________

______________________________  ________________

______________________________  ________________

______________________________  ________________
## For the Bride
- Antacid
- Baby powder and wipes
- Band-aids (clear)
- Bottle of water and drinking straw
- Breath mints
- Button down or zippered top
- Chalk (white)
- Contact lenses, solutions and eye drops
- Cotton swabs
- Deodorant
- Double-stick tape
- Earring backs
- Extra pair of hose
- Fashion tape
- Hair styling tools
  - Bobby pins and elastic bands
  - Brush
  - Comb
  - Hairspray
  - Gel or mousse
  - Hair straightening or curling iron
  - Hair dryer
- Hand lotion
-Lint brush

## For the Bridesmaids
- Antacid
- Band-aids (clear)
- Bottles of water and drinking straws
- Breath mints
- Clear nail polish
- Double-stick tape
- Earring backs
- Extra pair of hose
- Fashion tape
- Hair styling tools
  - Bobby pins and elastic bands
  - Brush
  - Comb
  - Hairspray
  - Gel or mousse
- Hand lotion
-Lint brush

## For the Groom & Groomsman
- Antacid
- Band-aids (clear)
- Bottle of water and drinking straw
- Breath mints
- Cologne
- Contact lenses, solutions and eye drops
- Deodorant
- Extra pair of dress socks
- Extra pair of shoelaces
- Hair styling tools
  - Brush
  - Comb
  - Hairspray
  - Hair gel
-Lint brush
-Pain Reliever
-Pocket Square
-Safety pins
-Sewing kit (with thread to match his tuxedo or suit’s color and extra buttons)
-Shoe polish kit
-Small snack
-Stain-remover wipes
-Tissues
-Toothbrush, toothpaste and floss
<table>
<thead>
<tr>
<th><strong>PERSONAL FLOWERS</strong></th>
<th>Description</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Bride’s Bouquet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maid-of-honor’s bouquet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridesmaids’ bouquets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groom’s boutonnière</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groomsman/Ushers’ boutonnières</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Corsages/posies for moms and grandmothers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flower Girl’s basket and headpiece</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ring Bearer pillow and boutonnière</td>
<td></td>
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</tr>
<tr>
<td>Other special boutonnières and corsages</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tossing bouquet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra boutonnière for the groom</td>
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</table>

<table>
<thead>
<tr>
<th><strong>CEREMONY DÉCOR</strong></th>
<th>Description</th>
<th>Quantity</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Aisle runner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pew/chair decorations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Altar/chuppah decorations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candles and holders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entranceway arrangement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wreaths</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garland</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tossing petals</td>
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<td></td>
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<tr>
<td>Other arrangements</td>
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<table>
<thead>
<tr>
<th><strong>RECEPTION DÉCOR</strong></th>
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<tbody>
<tr>
<td>Entranceway arrangement</td>
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<tr>
<td>Seating card table arrangement</td>
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<tr>
<td>Guestbook table decor</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Bar decorations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocktail table decorations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bride and Groom’s chair decorations</td>
<td></td>
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</tr>
<tr>
<td>Reception centerpieces</td>
<td></td>
<td></td>
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<tr>
<td>Candles and holders</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Buffet table decor</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Cake decor</td>
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<tr>
<td>Cake-table decorations</td>
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<tr>
<td>Restroom baskets/arrangements</td>
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<td></td>
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</tr>
<tr>
<td>Getaway car decorations</td>
<td></td>
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</tr>
<tr>
<td>Other arrangements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Purchased/rented tuxedo from:

Name ____________________________

Tuxedo Rental Store: ____________________________

Salesperson: ____________________________

Phone: ____________________________

Email: ____________________________

WWW: ____________________________

Address: ____________________________

Store hours: ____________________________

Notes: ____________________________

Package Name: ____________________________

Tuxedo Style & Color: ____________________________

Designer: ____________________________

Fitting Date and Time: ____________________________

Cost: ____________________________

Pick-up Date and Time: ____________________________

Order Date: ____________________________

Return Date and Time: ____________________________

Deposit Paid: ____________________________ Date Paid: ____________________________

Late Fee: ____________________________

Balance Due: ____________________________ Date Paid: ____________________________

Cancellation Terms: ____________________________

Measurements

Pants

Waist: ____________________________ Inseam: ____________________________ Outseam: ____________________________

Jacket

Across the Shoulders: ____________________________ Sleeve Inseam: ____________________________ Sleeve Outseam: ____________________________

Shirt

Neck: ____________________________ Sleeve Length: ____________________________

Shoe Size: ____________________________

Accessories

<table>
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<tr>
<th>Item</th>
<th>Size</th>
<th>Color</th>
<th>Cost</th>
<th>Purchased at</th>
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<tbody>
<tr>
<td>Tie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vest</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cummerbund</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspenders</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cufflinks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pocket Square</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formal Socks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
PURCHASED/RENTED TUXEDO FROM:

Store: ____________________________________________

Salesperson: _____________________________________

Phone: __________________________________________

Email: __________________________________________

WWW: __________________________________________

Address: ________________________________________

Store hours: _____________________________________

Directions: ______________________________________

Notes: __________________________________________

________________________________________________

Package Name: __________________________________

Tuxedo Style & Color: _____________________________

Deposit Paid: __________________ Date Paid: ________

Balance Due: __________________ Date Paid: ________

Designer: _______________________________________

Pick-up Date and Time: ___________________________

Cost: ___________________________________________

Return Date and Time: ___________________________

Order Date: _____________________________________

Late Fee: _______________________________________

Cancellation Terms: ______________________________

CONFIRMATION OF ORDER

Groom: __________________________ Date: ________

Best Man: ______________________ Date: ________

Father of the Bride: ______________ Date: ________

Father of the Groom: ____________ Date: ________

Groomsman: _____________________ Date: ________

Groomsman: _____________________ Date: ________

Groomsman: _____________________ Date: ________

Groomsman: _____________________ Date: ________

Groomsman: _____________________ Date: ________

Usher: __________________________ Date: ________

Usher: __________________________ Date: ________

Ring Bearer: ____________________ Date: ________

ACCESSORIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Color</th>
<th>Cost</th>
<th>Purchased at</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tie</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Vest</td>
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<tr>
<td>Cummerbund</td>
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<td>Suspenders</td>
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<td>Cufflinks</td>
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<td>Pocket Square</td>
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<tr>
<td>Formal Socks</td>
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</tr>
<tr>
<td>Shoes</td>
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</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Name(s):</td>
<td>__________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children:</td>
<td>__________________________</td>
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<tr>
<td>Address:</td>
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<tr>
<td>City, State and Zip Code:</td>
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<tr>
<td>Table No.:</td>
<td>__________________________</td>
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<tr>
<td>Entrée Choice:</td>
<td>__________________________</td>
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<td></td>
</tr>
<tr>
<td>Save-the-date card mailed:</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td>Invitation mailed:</td>
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<td>Thank you card mailed:</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>Attending:</td>
<td>Yes</td>
<td>No</td>
<td>Total in party:</td>
<td>__________________________</td>
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<tr>
<td>Parties:</td>
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<tr>
<td>Engagement Party:</td>
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<td>NO</td>
<td>Thank you card mailed:</td>
<td>[ ]</td>
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<tr>
<td>Bridal Shower:</td>
<td>YES</td>
<td>NO</td>
<td>Thank you card mailed:</td>
<td>[ ]</td>
</tr>
<tr>
<td>Rehearsal Dinner:</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-Wedding Brunch:</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td>__________________________</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

| Name(s): | __________________________ |
| Children: | __________________________ |
| Address: | __________________________ |
| City, State and Zip Code: | __________________________ |
| Table No.: | __________________________ |
| Entrée Choice: | __________________________ |
| Save-the-date card mailed: | Yes | No |
| Invitation mailed: | [ ] | Thank you card mailed: | [ ] |
| Attending: | Yes | No | Total in party: | __________________________ |
| Parties: | __________________________ |
| Engagement Party: | YES | NO | Thank you card mailed: | [ ] |
| Bridal Shower: | YES | NO | Thank you card mailed: | [ ] |
| Rehearsal Dinner: | YES | NO |
| Post-Wedding Brunch: | YES | NO |
| Notes: | __________________________ |

| Name(s): | __________________________ |
| Children: | __________________________ |
| Address: | __________________________ |
| City, State and Zip Code: | __________________________ |
| Table No.: | __________________________ |
| Entrée Choice: | __________________________ |
| Save-the-date card mailed: | Yes | No |
| Invitation mailed: | [ ] | Thank you card mailed: | [ ] |
| Attending: | Yes | No | Total in party: | __________________________ |
| Parties: | __________________________ |
| Engagement Party: | YES | NO | Thank you card mailed: | [ ] |
| Bridal Shower: | YES | NO | Thank you card mailed: | [ ] |
| Rehearsal Dinner: | YES | NO |
| Post-Wedding Brunch: | YES | NO |
| Notes: | __________________________ |
DESTINATION:

Air Travel

To:

Depart From (Airport):

Airline:

Date:

Destination:

Flight No.:

Time:

Transfer Flight Information (if necessary)

Depart From (Airport):

Airline:

Date:

From:

Depart From (Airport):

Airline:

Date:

Destination:

Flight No.:

Time:

Transfer Flight Information (if necessary)

Depart From (Airport):

Airline:

Date:

Total Cost:

Ground Transportation to Airport

Car Service:

Contact/Phone:

Confirmation No.:

Pick-up Time/Place:

Rate:

Ground Transportation to Hotel

Car Service:

Contact/Phone:

Confirmation No.:

Pick-up Time/Place:

Rate:

Ground Transportation to Home

Car Service:

Contact/Phone:

Confirmation No.:

Pick-up Time/Place:

Rate:

Accommodations

Hotel Name:

Phone:

Address:

WWW:

Nightly Rate:

Package:

Hotel Name:

Phone:

Address:

WWW:

Nightly Rate:

Package:

Total Cost:

Reservations

Restaurant:

Phone:

Date/Time:

Restaurant:

Address:

Phone:

Date/Time:

Entertainment

Theatre Tickets:

Spa Appointments:

Golf Reservations:

Other:
**No. 30 Menu Worksheet**

**Type of Meal**
- Brunch
- Luncheon
- Cocktails
- Dinner
- Dessert only

**Type of Service**
- Cocktail Hour
  - Passed hors d'oeuvres
  - Hors d'oeuvre stations
- Seated Meal
  - Family Style
  - French Service
  - American Service
  - English Service
  - Russian Service
- Buffet Meal
  - Staff-served
  - Self-serve
  - Food Stations

**Type of Food**
- Seasonal
- Regional
- Continental
- Ethnic
- Other:

**Number of Courses**
- Hors d'oeuvres
- Soup
- Salad
- Appetizer
- Pasta
- Main
- Fruit/Cheese
- Dessert

**Main Course**
- Fish
- Beef
- Poultry
- Lamb
- Seafood
- Pasta
- Vegetarian
- Other: ______________________

**Dietary Restrictions**
- Vegetarian
- Vegan
- Kosher
- Gluten-Free
- Other: ______________________

**Dessert**
- Wedding Cake
- Groom's Cake
- Dessert Buffet
- Candy Bar
- Other: ______________________

**Beverages**
- Full Bar
  - Open
  - Limited
- Wine only
- Beer and Wine only
- Champagne Toast
- Signature Drink

Notes

__________________________
__________________________
__________________________
__________________________
__________________________
__________________________
### BRIDE & GROOM’S SONG SUGGESTIONS

<table>
<thead>
<tr>
<th>Song</th>
<th>Artist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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### BRIDAL PARTY SONG SUGGESTIONS

<table>
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<th>Song</th>
<th>Artist</th>
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<tbody>
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### DO NOT PLAY LIST

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<th>Artist</th>
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### CEREMONY

<table>
<thead>
<tr>
<th>Song</th>
<th>Performed by</th>
<th>Start time</th>
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</thead>
<tbody>
<tr>
<td>Prelude - guests arriving/being seated</td>
<td></td>
<td></td>
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<tr>
<td>Processional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honored guests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grandparents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridesmaids and groomsmen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridesmaids and groomsmen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridesmaids and groomsmen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridesmaids and groomsmen</td>
<td></td>
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<tr>
<td>Best man</td>
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<td>Groom’s parents – if not walking with groom</td>
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<td>Groom</td>
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<tr>
<td>Maid-of-honor</td>
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<tr>
<td>Flower girl and ring bearer</td>
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<tr>
<td>Bride and her father (and mother)</td>
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<tr>
<td>Ceremony</td>
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<td>Interlude</td>
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<td>Lighting of the unity candle</td>
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<tr>
<td>Postlude – guests leaving ceremony site</td>
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### COCKTAIL HOUR

- Receiving Line
- Cocktail Hour

### RECEPTION

- Bridal Party’s entrance
- Bride & Groom’s entrance
- Couple’s first dance
- Father/daughter dance
- Mother/son dance
- Guests’ first dance
- Traditional Dance
- Dinner Music
- Dancing
- Cake Cutting
- Bouquet Toss
- Garter Toss
- Father of the Bride’s Toast Introduction
- Best Man’s Toast Introduction
- Maid-of-Honor’s Toast Introduction
- Special Request
- Last Dance
### PORTRAITS
- Bride
- Groom
- Bride and Groom
- Bride, with detail of back of dress
- Bride with maid-of-honor
- Bride with bridesmaids
- Bride with all of her attendants
- Bride with her parents
- Groom with best man
- Groom with groomsman
- Groom with all of his attendants
- Groom with his parents
- Ring bearer with flower girl
- Entire bridal party
- Bride with her mom
- Bride with her dad
- Bride with both moms
- Bride and Groom with bride’s parents
- Bride and Groom with groom’s parents
- Bride and Groom with bride’s family
- Bride and Groom with groom’s family
- Bride with her siblings
- Groom with his siblings
- Bride and Groom with both sets of parents
- Bride and Groom with grandparents
- Groom with his mom
- Groom with his dad
- Bride and Groom walking away from the camera
- Group shot of the Bride and Groom with all of their guests

### RECEPTION
- Relatives and friends signing guest book
- Guests at cocktail hour
- Bride and Groom arriving at reception site
- Bride and Groom greeting guests/receiving line
- Reception site set
- Centerpieces
- Place settings
- Cake table
- Bride and Groom’s formal entrance
- Point-of-view of the Bride and Groom as they enter the reception site
- Father of the Bride’s toast
- Best Man’s toast
- Maid-of-Honor’s toast
- Bride and Groom making their toast/speech
- Group picture of guests at each table
- Bride and Groom’s first dance – up close
- Bride and Groom’s first dance from a distance
- Bride dancing with her dad
- Groom dancing with his mom
- Guests dancing
- Traditional dances
- Bride and Groom speaking with their guests
- Wedding cake
- Cake cutting
- Bride and Groom feeding each other cake
- Wedding favors
- Bride tossing bouquet
- Bride and Groom departing
- Back of getaway car

### PRE-WEDDING
- Wedding gown hanging before Bride gets dressed
- Bride and attendants getting ready
- Groom and groomsman getting ready
- Mother and maid-of-honor helping bride get ready
- Reception area being set up
- Groom leaving for the ceremony
- Groom seeing bride for the first time – if not at ceremony
- Bride and Groom signing marriage contract
- Bride leaving for ceremony
- Bride and her dad getting into car

### CEREMONY
- Signs directing guests to wedding
- Guests arriving at ceremony site
- Bride and her dad getting out of their car
- Ushers escorting special guests to their seats
- Both sets of parents entering
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<td>Store hours:</td>
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<td>Directions:</td>
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### Dining Room

- Formal China (8-12 settings)
- Pattern: __________

- 5-Piece Place Setting (Dinner, salad and bread plates, teacup and saucer)
- Pasta bowl
- Rimmed soup bowl
- Serving bowls
- Small serving platter
- Large serving platter
- Large vegetable bowls
- Covered vegetable bowls
- Covered casseroles
- Coffee pot
- Sugar and creamer set
- Salt and pepper shakers
- Gravy boat
- Silverware Pattern: __________

- 5-Piece Place Settings (dinner and salad fork, tablespoon, teaspoon and knife)
- Butter knives
- Salad servers
- Serving forks
- Serving spoons
- Pierced spoons
- Sugar spoon
- Cake server
- Pie server
- Ladle
- Silverware chest
- Crystal (same quantities as your formal china) Pattern: __________

- Water goblets
- Iced beverage glasses
- Red wine glasses
- White wine glasses
- Tumblers
- Champagne flutes
- Pilsners
- High Ball glasses
- Double old fashions glasses
- Cordials
- Martini glasses
- Snifters
- Punch bowl and cups
- Ice bucket
- Ice tongs
- Cocktail shaker
- Decanter

### Table Linens

- Tablecloths
- Dinner napkins
- Cocktail napkins
- Table runner
- Placemats
- Napkin rings

### Kitchen

#### Everyday Dishes Pattern: __________

- 5-Piece Place Setting (dinner and salad plates, soup bowl, teacup and saucer)
- Pasta bowls
- Cereal bowls
- Salt and pepper shakers
- Vegetable bowls
- Serving bowls
- Covered dishes
- Sugar and creamer set

#### Flatware Pattern: __________

- 5-Piece Place Setting (Dinner and salad forks, tablespoon, teaspoon, knives)
- Salad servers
- Serving set
- Hostess set
- Steak knives

#### Glassware Pattern: __________

- Juice glasses
- Water glasses
- Red wine glasses
- White wine glasses
- Pitcher

#### Cookware

- Sauce pans
- Covered sauté pans
- Stockpot
- Skillets
- Double boiler
- Roasting pan
- Roasting rack
- Dutch oven
- Omelet pan
- Steamer basket
- Tea kettle
- Wok/Stir fry pan
- Lasagna Pan
- Casserole Dishes
- Grill/Griddle
- Fondue Set
Cutlery
- Knife block set
- Chef’s knife
- Serrated knife
- Paring knife
- Boning knife
- Utility knife
- Bread knife
- Kitchen shears
- Cleaver
- Carving set
- Sharpening steel

Appliances
- Mixer
- Waffle iron
- Bread maker
- Rice cooker
- Toaster/Toaster oven
- Food processor
- Blender
- Juicer
- Pasta maker
- Coffee maker
- Electric can opener

Bakeware
- Baking pans
- Pie plate
- Jelly-roll pan
- Tart pan
- Half-sheet pan
- Cooling rack
- Cookie sheets
- Measuring cups
- Measuring spoons
- Cake pans
- Muffin tin
- Quiche pan
- Rolling pin
- Baking sheet
- Mixing bowl
- Loaf pan
- Bread pans

Kitchen Linens
- Tablecloth
- Napkins
- Pot holders
- Dishtowels
- Aprons
- Chair pads

Table pad
Table runners
Kitchen mat

BATHROOM
Bath Linens
- Bath towels
- Hand towels
- Bath sheets
- Washcloths
- Bath mats
- Shower curtain (rings and liner)

Bath Accessories
- Soap dish
- Waste basket
- Tissue holder
- Toothbrush holder
- Bath mats
- Water glass
- Scale

BEDROOM
Bed Linens
- Mattress pad
- Fitted sheets
- Flat sheets
- Pillowcases (set of 2)
- Pillow shams (set of 2)
- Pillows
- Comforter/Duvet
- Duvet cover
- Blankets
- Quilt
- Bed skirt/Dust ruffle

LIVING ROOM
- Picture frames
- Vases
- Tiered server
- Cake plate
- Pitcher
- Candlestick holder
- Centerpiece bowl
- Divided serving tray
- Chip ‘n’ dip bowl
## NO. 38 RENTALS WORKSHEET

### Reception Chairs
- Folding - Wood  
- Folding - Other  
- Bentwood  
- Reception  

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</table>

### China:
- Dinner plates  
- Salad plates  
- Rimmed soup bowls  
- Chargers  
- Dessert plates  
- Tea cups and saucers  
- Bread and butter plates  
- Hors d’oeuvres plates  

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### Flatware:
- Salad fork  
- Dinner fork  
- Dinner knife  
- Fish fork  
- Fish knife  
- Butter knife  
- Teaspoon  
- Tablespoon  

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### Glassware:
- Water goblets  
- White Wine glasses  
- Red Wine glasses  
- Champagne Flutes  
- Rock glasses  
- Tumblers  

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### Linens:
- Round Tablecloths  
- Long Tablecloths  
- Buffet Table Linens  
- Table Pads or Liners  
- Overlays/Skirting  
- Cake table linens  
- Seating cord table linens  
- Cocktail table linens  
- Dinner Napkins  
- Cocktail Napkins  
- Chair Covers  

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Service Trays:
- Round
- Oval
- Square
- Rectangular
- Tray Stands

Style No.: Quantity:

Serving Pieces:
- Chafing Dishes
- Coffee Pot
- Coffee Urn
- Creamer and Sugar Sets
- Platters
- Salt and Pepper Shakers
- Serving Bowls
- Tea Service
- Water Pitchers
- Wine Carafes

Style No.: Quantity:

Other:
- Dance Floor
- Candle Holders
- Portable Toilets
- Candelabras

Style No.: Size:

Rentals
Subtotal: Deposit: Deposit Paid: Balance: Balance Paid:

Tents
Subtotal: Deposit: Deposit Paid: Balance: Balance Paid:

Lighting
Subtotal: Deposit: Deposit Paid: Balance: Balance Paid:

Total Due:

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
**TRANSPORTATION WORKSHEET**

**Company:**

**Contact:**

**Phone:**

**Email:**

**Fax:**

**Address:**

**WWW:**

**BRIDE & FATHER OF THE BRIDE**

**Type of Car:**

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**Make/Model:**

**Purpose:**

**Pick-Up Location:**

**Drop-off Location:**

**Pick-up Time:**

**Drop-off Time:**

**Driver’s Name:**

**Driver’s Cell Number:**

**Special instructions:**

**OVER TIME RATES:**

**BRIDAL PARTY**

**Type of Car:**

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**Make/Model:**

**Purpose:**

**Pick-Up Location:**

**Drop-off Location:**

**Pick-up Time:**

**Drop-off Time:**

**Driver’s Name:**

**Driver’s Cell Number:**

**Special instructions:**

**OVER TIME RATES:**

**GUESTS**

**Type of Car:**

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</table>

**Make/Model:**

**Purpose:**

**Pick-Up Location:**

**Drop-off Location:**

**Pick-up Time:**

**Drop-off Time:**

**Driver’s Name:**

**Driver’s Cell Number:**

**Special instructions:**

**OVER TIME RATES:**

**Total Cost:**

**Deposit:**

**Date Paid:**

**Balance Due:**

**Date Paid:**
Whether or not you are having a destination wedding, you may have some guests who need to make travel arrangements. Secure a discounted/group rate at a local hotel and let your guests know in which hotel they should reserve a room. If you have a large group flying in for your wedding, you can also secure a discounted rate with an airline. Use this worksheet to keep track of travel arrangements for your guests.

**HOTEL**

Name: ____________________________  Notes: ____________________________

Address: __________________________

Main Number: ______________________

Reservations Phone Number: ________

WWW: __________________________

Contact: __________________________

Email: ____________________________

Phone: ____________________________

Fax: ______________________________

Room Rate: ________________________

Reservations must be made by: ______

Number of Rooms Reserved: ________

Reservation Code: __________________

Confirmation Number: _______________

**AIRLINE**

Carrier: __________________________

Contact Person: ____________________

Email: ____________________________

Phone number: ____________________

WWW: ____________________________

Arriving Airport: ___________________

Reservation Deadline: ______________

Reservations Phone Number: ________

Reservation Code: __________________

Confirmation Number: _______________

**GROUND TRANSPORTATION**

Company: __________________________

Contact Person: ____________________

Phone: ____________________________

Email: ____________________________

WWW: ____________________________

Pick-up Location/Time: ______________

Drop off Location: _________________

Reservation deadline: ______________

Confirmation Number: _______________
B A K E R
Company: ____________________________ Place company’s business card here:
WWW: ______________________________
Contact: ___________________________
Phone: _____________________________
Fax: ________________________________
Email: ______________________________
Address: ____________________________

Notes: ____________________________________________
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No.43 VENDOR CONTACT INFORMATION

CATERER
Company: ____________________________ Place company’s business card here:
WWW: ____________________________
Contact: ____________________________
Phone: ____________________________
Fax: ____________________________
Email: ____________________________
Address: ____________________________

Notes: ____________________________
CEREMONY LOCATION

Company: ____________________________
WWW: ______________________________
Contact: ____________________________
Phone: ______________________________
Fax: ________________________________
Email: ______________________________
Address: ____________________________

Place company’s business card here:

Notes: ________________________________

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F L O R I S T

Company: ____________________________
WWW: ______________________________
Contact: ___________________________
Phone: _____________________________
Fax: ________________________________
Email: ______________________________
Address: __________________________

Notes: ____________________________________________

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MUSICIANS / DJ

Company: ____________________________  Place company’s business card here:

WWW: ______________________________

Contact: ____________________________

Phone: ______________________________

Fax: _________________________________

Email: ______________________________

Address: ____________________________

Notes: ____________________________________________

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OFFICIAN

Company: ____________________________
WWW: ______________________________
Contact: __________________________
Phone: ____________________________
Fax: ______________________________
Email: ____________________________
Address: ____________________________

Place company's business card here:

Notes:

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No. 48 VENDOR CONTACT INFORMATION

PHOTOGRAPHER

Company: ____________________________
WWW: ______________________________
Contact: ____________________________
Phone: ______________________________
Fax: ________________________________
Email: ______________________________
Address: ____________________________

Place company’s business card here:

Notes: ______________________________

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RECEPTION LOCATION

Company: ____________________________________________
WWW: ____________________________________________
Contact: ___________________________________________
Phone: ____________________________________________
Fax: ______________________________________________
Email: ____________________________________________
Address: __________________________________________

Place company’s business card here:

Notes: _____________________________________________

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STATIONER

Company: ____________________________  Place company’s business card here:
WWW: ______________________________
Contact: ____________________________
Phone: ______________________________
Fax: _________________________________
Email: ______________________________
Address: ____________________________

Notes: ________________________________

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VIDEOPHOTOGRAPHER

Company: ____________________________________________
WWW: ____________________________________________
Contact: __________________________________________
Phone: ____________________________________________
Fax: ______________________________________________
Email: ____________________________________________
Address: _________________________________________

Place company's business card here:

Notes: ____________________________________________

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WEDDING PLANNER

Company: ________________________________
WWW: __________________
Contact: ____________________________
Phone: ____________________________
Fax: ______________________________
Email: ____________________________
Address: __________________________

Place company’s business card here:

Notes: ________________________________

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__________________________________________________________________________
Use this outline to plan the schedule for your wedding day. Adjust the timeline to fit the start time of your ceremony. We left blank lines throughout the list so you can customize the schedule to fit your plans.

- Flower delivery and reception set-up begin
- Bride’s makeup appointment (1 hour)
- Bride’s hair appointment (1 hour)
- Bride begins getting dressed (30 minutes)
- Bridesmaids arrive to get dressed
- Groom and groomsmen arrive to get dressed
- Bride and Groom begin taking formal portraits (30 minutes)
- Formal portraits with bridal party and family members (1 hour)
- Guests begin to arrive (30 minutes)
- Prelude music begins
- Bridal Party lines up for processional
- Special guests are seated
- Processional begins
- Ceremony begins (30 minutes)
- Recessional begins
- Receiving line at ceremony location (30 minutes)
- Bridal Party and guests drive from ceremony site to reception location
- Cocktail hour begins (1 hour)
- Bride and Groom pose for portraits (30 minutes)
- Reception begins
- Bridal Party Entrance (10 minutes)
- Bride & Groom’s grand entrance
- First Dance (5 minutes)
- First course served
- Second course served
- Best Man’s toast (10 minutes)
- Maid-of-honor toast (10 minutes)
- Cake cutting (5 minutes)
- Father-daughter dance (5 minutes)
- Mother-son dance (5 minutes)
- Bouquet toss or presentation (5 minutes)
- Garter toss, if having (5 minutes)
- Last dance
- Getaway car scheduled to leave
No. 55 Wedding Gown & Accessories Order Worksheet

Bridal Salon: ____________________________  Notes: ____________________________
WWW: ______________________________________
Salesperson: ____________________________
Phone: ____________________________
Fax: ____________________________
Email: ____________________________
Address: ____________________________

Gown Order
Designer: ____________________________  Style No./Name: ____________________________
Fabric: ____________________________  Color: ____________________________
Size ordered: ____________________________  Special requests: ____________________________
Price: ____________________________
Expected delivery date: ____________________________

Accessories Order
Shoes
Designer: ____________________________  Style No./Name: ____________________________
Size: ____________________________  Price: ____________________________
Expected delivery date: ____________________________

Veil
Designer: ____________________________  Style No./Name: ____________________________
Size: ____________________________  Price: ____________________________
Expected delivery date: ____________________________

Headpiece
Designer: ____________________________  Style No./Name: ____________________________
Size: ____________________________  Price: ____________________________
Expected delivery date: ____________________________

Gloves
Designer: ____________________________  Style No./Name: ____________________________
Size: ____________________________  Price: ____________________________
Expected delivery date: ____________________________

Wrap/Shawl
Designer: ____________________________  Style No./Name: ____________________________
Size: ____________________________  Price: ____________________________
Expected delivery date: ____________________________

Deposit: ____________________________  Date Paid: ____________________________
Balance Due: ____________________________  Date Paid: ____________________________
Cancellation/Refund Policy: ____________________________

Fitting Schedule
Seamstress: ____________________________
Date & Time: ____________________________
Date & Time: ____________________________
Date & Time: ____________________________
# Wedding Stationery Order Worksheet

## Pre-Wedding
- Engagement announcements: Quantity ____________
- Engagement party invitations: Quantity ____________
- Save-the-date cards: Quantity ____________
- Thank you cards: Quantity ____________
- Rehearsal dinner invitations: Quantity ____________

## Wedding Invitations
- Invitations: Quantity ____________
- Inner-Envelopes: Quantity ____________
- Outer-Envelopes: Quantity ____________
- Reply Cards and envelopes: Quantity ____________
- Reception cards: Quantity ____________
- Map insert: Quantity ____________
- Direction cards: Quantity ____________
- Travel and accommodation information: Quantity ____________
- Pew cards: Quantity ____________
- In-case-of-rain cards: Quantity ____________

## Ceremony/Reception
- Program: Quantity ____________
- Reserved seating signs: Quantity ____________
- Guest book: Quantity ____________
- Seating cards: Quantity ____________
- Table numbers: Quantity ____________
- Place cards: Quantity ____________
- Menu Cards: Quantity ____________
- Printed napkins: Quantity ____________
- Matchbooks or barrels: Quantity ____________
- Favor tags: Quantity ____________

## Post-Wedding
- Thank you cards: Quantity ____________
- Wedding announcements: Quantity ____________
- Moving announcements or change of address cards: Quantity ____________