



plan your budget
shop for your reception
gather your guest list

Perfect
WeddingGuide
PerfectWeddingGuide.com

weddingworkbook

a practical guide for brides

BY SUSAN SOUTHERLAND



As one of the foremost experts in the wedding industry, Susan Southerland is one of the nation's top wedding planners. Her experience includes planning thousands of weddings around the world, in which she and her team carefully execute each detail with passion and precision. Susan is owner and president of Just Marry![™], with home offices in Central Florida. She focuses on all weddings, from intimate to extravagant, from cultural to destination, making memories of a lifetime.

Susan's exceptional weddings have been featured numerous times on the Style Network's *Whose Wedding Is It Anyway?™* and TLC's *A Wedding Story*. Her cutting edge advice has been quoted in The Wall Street Journal, The New York Times, The Orlando Sentinel, Orlando Leisure, and The Orlando Business Journal.

Admired for her depth of knowledge and her easygoing personality, Susan boasts the honor of being the official National Wedding Expert for *Perfect Wedding Guide*. In addition to the Susan Southerland Secret website, Susan's advice can be found in the planning pages of this national magazine and on www.perfectweddingguide.com.

Here's where you can find Susan Southerland wedding planning products and wedding advice!

websites & blog

Just Marry![™]

justmarry.com

The Susan Southerland Secret

susansoutherland.com/

Perfect Wedding Guide Wedding Blog

perfectweddingguide.com/wedding-blog

wedding planning products

Susan Southerland's Just Marry! Wedding Planning Secrets DVD:

<http://tinyurl.com/4sjst4x>

Susan Southerland's Just Marry![™] Wedding Color Selection Wheel

<http://tinyurl.com/29fuvfe>

social media

twitter.com/susansoutherlan

facebook.com/SusanSoutherlandSecret

Congratulations on your engagement! The coming months will be filled with exciting moments, beautiful memories, and *big* decisions. Sometimes these decisions will be very overwhelming. But don't panic! With easy-to-use resources from **PerfectWeddingGuide.com**, and the *Perfect Wedding Guide Wedding Workbook*, planning your wedding will be both easy and perfectly delightful!

I find that there are three components to planning a wedding, the business, the artistic and the organization. This workbook deals primarily with the business and the organization (the not-so glamorous stuff). I break down the business and organization into three sections for you: Pre-planning, Shopping and Organizing.

Pre-planning will deal with the items that you will need to address even before you spend a penny. This section includes:

2

- Choosing a date
- Completing your wedding guest list
- Creating a budget
- Determining whether or not to hire a wedding planner
- Deciding your type of wedding
- Determining your color scheme
- Choosing and asking your wedding party
- Creating your planning timeline

Once you have these tasks completed, you will move on to Shopping (so much fun!). This includes:

- Determining your ceremony and reception site
- Selecting your photographer and videographer
- Selecting your ceremony and reception entertainment
- Purchasing your wedding gown and bridesmaids' dresses
- Hiring your florist/decorator
- Finding the special touches
- Negotiating contracts

Finally, you will need to Organize all the decisions you made. The section will help you create the following:

- Final payment schedule
- Wedding week agenda
- Important photo list
- Inventory list
- Seating list
- Announcement list
- "Where things go" list
- Wedding profile

On **PerfectWeddingGuide.com**, you can find my blog containing informative daily postings relating to some of the top wedding planning issues. You may post questions there or even email me at susan.southerland@pwg.com. In addition to the useful tips found in my blog, you will also find valuable wedding planning tools, such as the Budget Calculator, Guest List Manager, Time Line Creator, and Check List Manager. And I can't let you forget about the most useful tools used by my brides everywhere – my **Just Marry! Wedding Planning Color Wheel** and the **Susan Southerland's Just Marry! Wedding Planning Secrets** on DVD! Both highly sought-after tools are available for purchase at **PerfectWeddingGuide.com**. Most importantly, always turn to *Perfect Wedding Guide's* directory of some of the best wedding vendors in your city!

3

With a little patience, a little sense of humor and the many tools from *Perfect Wedding Guide*, you can rest assured that your wedding will be perfectly planned!

Best Wishes,



Susan Southerland
Wedding Expert for *Perfect Wedding Guide*

pre-planning

Choosing your wedding date

Choosing a wedding date is more important than you may think. The date of your wedding may have the following impact on your wedding:

- The time of day in which your ceremony starts. For example, if you want a sunset or sunrise wedding, the time will vary throughout the year.
- Your wedding location. A garden ceremony on a cold January night in New York could be as miserable as a beachside ceremony on a hot August day in Florida. You must consider your guests' comfort when planning a wedding. If you always dreamed you'd be married outdoors, choose your date wisely.
- The guests who may or not be able to attend. Do you have friends and family with school-age children? Is your wedding party still in college? Remember, they might not be willing or able to travel during the school year.
- Your wedding budget. Certain times of the year are high-season for weddings. Vendors will charge a premium at those times. If you want to be cost-conscious, you should research which months have fewer weddings where you live.
- The fresh flowers and foods which are available where you live. If you are an environmentally-conscious bride, or if you want to be cautious with your spending, you may want to check to see when your favorite things are in season where you live when you want to wed.
- The colors you choose. I have to say, I take a non-traditional stand on this. If your favorite color is bubble gum pink and you want your bridesmaids to wear it in January, I say go for it! But, if you are strictly traditional, you will want to decide whether your color scheme matches the season when you will wed.



The guest list

I take a pretty no-nonsense approach when planning my couples' weddings. Before we go running around shopping for vendors, we have to build a foundation from which to start. That foundation is based on what we can spend and how that money is going to be spent.

The first step to determining your budget is to decide how many people you are going to invite and how many you expect to attend. We've created a guest list sheet for you to use to handwrite your names, addresses and phone numbers. Make copies of the sheet to cover the number of guests you plan to invite.

My guest list

<p>Name _____ Phone _____</p> <p>Address _____ Gift received _____</p> <p><input type="checkbox"/> Attending <input type="checkbox"/> Not attending <input type="checkbox"/> Likely attendance (1 - most likely; 2 - maybe; 3 - probably not)</p> <p><input type="checkbox"/> Rehearsal dinner <input type="checkbox"/> Brunch <input type="checkbox"/> Needs transportation <input type="checkbox"/> Special meal <input type="checkbox"/> Thank you sent</p>
<p>Name _____ Phone _____</p> <p>Address _____ Gift received _____</p> <p><input type="checkbox"/> Attending <input type="checkbox"/> Not attending <input type="checkbox"/> Likely attendance (1 - most likely; 1 - maybe; 3 - probably not)</p> <p><input type="checkbox"/> Rehearsal dinner <input type="checkbox"/> Brunch <input type="checkbox"/> Needs transportation <input type="checkbox"/> Special meal <input type="checkbox"/> Thank you sent</p>
<p>Name _____ Phone _____</p> <p>Address _____ Gift received _____</p> <p><input type="checkbox"/> Attending <input type="checkbox"/> Not attending <input type="checkbox"/> Likely attendance (1 - most likely; 1 - maybe; 3 - probably not)</p> <p><input type="checkbox"/> Rehearsal dinner <input type="checkbox"/> Brunch <input type="checkbox"/> Needs transportation <input type="checkbox"/> Special meal <input type="checkbox"/> Thank you sent</p>
<p>Name _____ Phone _____</p> <p>Address _____ Gift received _____</p> <p><input type="checkbox"/> Attending <input type="checkbox"/> Not attending <input type="checkbox"/> Likely attendance (1 - most likely; 1 - maybe; 3 - probably not)</p> <p><input type="checkbox"/> Rehearsal dinner <input type="checkbox"/> Brunch <input type="checkbox"/> Needs transportation <input type="checkbox"/> Special meal <input type="checkbox"/> Thank you sent</p>



Another low-tech way in which to organize your guest list is to put the information on the previous page on index cards and place them in a recipe card file. If you enjoy tracking things on the computer, try creating a spreadsheet with the information below. Of course, my recommended method is to turn to the expert planning tools on **PerfectWeddingGuide.com** and allow the Guest List Manager to help you. The Guest List Manager will help organize far more than just who will be receiving your invitation. You will be able to track RSVPs, food choices and restrictions, and whether your guests will need sleeping accommodations and transportation, and you will have access to our Seating Chart Creator, where you can hand over the messy maze of chairs and names over to our Manager! It's definitely a must!

Create the budget

Now that we have estimated the number of guests who will be attending, we need some more information before creating your budget. During my many years of planning weddings, I have read over and over that certain percentages of your budget should be reserved for particular services. I have found that that theory doesn't always work. I have had some clients who want a very expensive gown, so they spend less on flowers. I have had others whose most important service is photography, so they spend less on entertainment.

With that in mind, it's time to decide what items you want at your wedding and which are most important to you. My team at Just Marry! created the questionnaire on the following pages. I encourage you to use this questionnaire to get a true sense of your priorities before creating your wedding budget.

Wedding Questionnaire Identifying and ranking wedding components		
<i>Rank the following items in order of importance, with number 1 being the most important item. Within each category, circle all of the items you want included in your wedding and budget.</i>		
rank	item	to be paid by...
_____	Bridal attire <i>wedding gown • veil • alterations • panty hose shoes • garter • crinoline • bra • purse • handkerchief</i>	_____
_____	Ceremony decorations <i>unity candle • pew arrangements • aisle runner altar arrangement</i>	_____

Wedding Questionnaire Identifying and ranking wedding components		
_____	Ceremony site <i>clergy • musicians • custodian • counseling • site • soloist</i>	_____
_____	Entertainment <i>reception • cocktail hour</i>	_____
_____	Floral preservation <i>bride's bouquet • parents' flowers</i>	_____
_____	Hair and Makeup <i>trial run • bride • wedding party • mothers • others</i>	_____
_____	Honeymoon <i>trip • parking • spending money</i>	_____
_____	Miscellaneous <i>disposable cameras • favors • bride's ring • groom's ring marriage license • birdseed/bubbles • gift for bride gift for groom • bridal attendants' gifts • groom attendant gifts • bridesmaids' luncheon • toasting glasses ring bearer pillow • rehearsal dinner</i>	_____
_____	Personal flowers <i>bride's bouquet • maid of honor bouquet bridesmaids' bouquet • throw bouquet • flower girl bouquet • groom's bout. • best man boutonniere • groomsmen boutonniere • mothers' corsages • grandmothers' corsages fathers' boutonniere • grandfathers' boutonniere sign-in book corsage • reader corsage</i>	_____

Wedding Questionnaire Identifying and ranking wedding components

rank	item	to be paid by...
_____	Photography <i>package • overtime • reprints • parents' album bridal portrait • engagement photo • tax</i>	_____
_____	Reception decorations <i>centerpieces • head table flowers • cake flowers trees • florals</i>	_____
_____	Reception site <i>hall tables • chairs • tents • linens • china/crystal dance floor • service people • food • beverage</i>	_____
_____	Stationery <i>invitation • announcements • printed envelopes • envelope liners informals • reception cards • response sets • at home cards • map cards • colored ink • placecards • monogram die return address card • calligraphy • cocktail napkins luncheon napkins • dinner napkins • weekend programs ceremony programs • shipping/postage</i>	_____
_____	Transportation <i>bride and groom • wedding party • guests</i>	_____
_____	Videography <i>video package • video overtime • extra videos • tax</i>	_____
_____	Wedding cake <i>total cake • tip • delivery/set-up • sugar flowers</i>	_____
_____	Wedding coordinator	_____

Now that you know your priorities, it's time to create your budget. Over the years, I have found that the food and beverage for the reception typically accounts for half of your budget. For the sake of estimating, divide your budget in half and put that amount in the reception column. Next, assign amounts to all of your other services you would like, based on your priorities. If you want a huge amount of flowers, make sure you assign a significant amount of your budget under the floral category. If having favors at your wedding isn't important to you, eliminate it from your budget so that you have more money for the services that you do want.

If you like doing things by hand, on the following page is a simple budget worksheet. You can do this to get an idea of what you plan to spend on all of the items in your wedding. However, the budget is ever-changing. As you hire services and vendors, your dollar amount will evolve. If you want to make your budget a really effective tool, I suggest using the budget calculator on **PerfectWeddingGuide.com**. It will assign amounts to each service based on your overall budget, and it will allow you to make changes as you make decisions.

Whether you use the online tool or do it by hand, you should revise your budget every time you hire a vendor or purchase something, and change the numbers. Before you go on your next appointment check to ensure you know how much money you have available for that vendor or service. Keeping to your budget is all about making adjustments as you spend, and keeping an eye on your bottom line. If you spend more on one thing, you will have to spend less on another. It's that simple!

Wedding budget					
RINGS	Budget	Actual	REHEARSAL DINNER	Budget	Actual
• Bride's wedding band	\$ _____	\$ _____	• Rehearsal food	\$ _____	\$ _____
• Groom's wedding band	\$ _____	\$ _____	• Rehearsal beverage	\$ _____	\$ _____
			• Room rental	\$ _____	\$ _____
CEREMONY	Budget	Actual	WEDDING CAKE	Budget	Actual
• Site rental	\$ _____	\$ _____	• Cake	\$ _____	\$ _____
• Officiant's fee	\$ _____	\$ _____	• Cake topper	\$ _____	\$ _____
• Marriage license	\$ _____	\$ _____	• Cake knife	\$ _____	\$ _____
			• Groom's cake	\$ _____	\$ _____
ATTIRE	Budget	Actual	FLOWERS	Budget	Actual
• Gown	\$ _____	\$ _____	• Ceremony	\$ _____	\$ _____
• Headpiece & veil	\$ _____	\$ _____	• Reception	\$ _____	\$ _____
• Alterations	\$ _____	\$ _____	• Bride's bouquet	\$ _____	\$ _____
• Shoes	\$ _____	\$ _____	• Attendants' bouquets	\$ _____	\$ _____
• Stockings	\$ _____	\$ _____	• Boutonnieres	\$ _____	\$ _____
• Lingerie	\$ _____	\$ _____	• Floral preservation	\$ _____	\$ _____
• Garter	\$ _____	\$ _____	• Flower girl & ring bearer	\$ _____	\$ _____
• Jewelry	\$ _____	\$ _____			
• Gown preservation	\$ _____	\$ _____	GROOM'S ATTIRE	Budget	Actual
			• Tuxedo or suit	\$ _____	\$ _____
RECEPTION	Budget	Actual	TRANSPORTATION	Budget	Actual
• Site rental	\$ _____	\$ _____	• Limousine	\$ _____	\$ _____
• Food	\$ _____	\$ _____	• Valet parking	\$ _____	\$ _____
• Beverage	\$ _____	\$ _____			
• Dance lessons	\$ _____	\$ _____	BEAUTY		
• Chair covers/linen rental	\$ _____	\$ _____	• Facial	\$ _____	\$ _____
			• Manicure	\$ _____	\$ _____
PHOTOGRAPHY	Budget	Actual	• Pedicure	\$ _____	\$ _____
• Photo	\$ _____	\$ _____	• Massage	\$ _____	\$ _____
• Wedding portrait	\$ _____	\$ _____	• Hair	\$ _____	\$ _____
• Wedding photographs	\$ _____	\$ _____	• Makeup	\$ _____	\$ _____
• Wedding albums	\$ _____	\$ _____	• Trial run	\$ _____	\$ _____
			HONEYMOON	Budget	Actual
MUSIC & ENTERTAINMENT	Budget	Actual	• Wedding night accomm.	\$ _____	\$ _____
• Band - ceremony	\$ _____	\$ _____	• Hotel/resort	\$ _____	\$ _____
• DJ - ceremony	\$ _____	\$ _____	• Transportation	\$ _____	\$ _____
• Band - reception	\$ _____	\$ _____	• Spending money	\$ _____	\$ _____
• DJ - reception	\$ _____	\$ _____			
			GIFTS	Budget	Actual
VIDEOGRAPHY	Budget	Actual	• Attendants	\$ _____	\$ _____
• Videotaping	\$ _____	\$ _____	• Gifts to each other	\$ _____	\$ _____
• Editing	\$ _____	\$ _____	• Favors	\$ _____	\$ _____
			OTHER / MISC.	Budget	Actual
WEDDING STATIONERY & ACCESSORIES	Budget	Actual	• Guestbook	\$ _____	\$ _____
• Invitations	\$ _____	\$ _____	• Goblet/toasting flutes	\$ _____	\$ _____
• Announcements	\$ _____	\$ _____	• Ring pillow	\$ _____	\$ _____
• Wedding programs	\$ _____	\$ _____	• Guest momentos	\$ _____	\$ _____
• Thank you notes	\$ _____	\$ _____	• Sparklers/bubbles/petals	\$ _____	\$ _____
• Maps	\$ _____	\$ _____			
• Postage	\$ _____	\$ _____			
• Napkins	\$ _____	\$ _____			

Hiring a wedding planner (coordinator, consultant)

This is a very personal decision. As a long time planner I, of course, am a big fan of wedding planners. A great planner will help you with tasks that you don't particularly enjoy doing, and he/she will have good ideas on vendors who will work well with your budget and style. *Most importantly*, on the wedding day he/she will relieve you and your family and friends of the hours of hard work that go into making your wedding day run smoothly. You will be able to relax and enjoy your wedding day knowing your wedding wishes and dreams will take place just as you planned. Your planner is a budget counselor, advocate, sounding board, advisor, mediator and problem solver. On one of the most important days of one's life, every bride and groom will benefit extraordinarily from having a multi-talented planner.

Planners work in many different ways with their clients. Some will only work with you if you want her to plan from beginning to end, others will work with you just on the wedding day. *Perfect Wedding Guide* is filled with long lists of professional planners across the mass of budget and service ranges. You may want to interview a few to see if one would make your wedding day just a little better and stress free.

If you decide to interview a planner, the following pages feature a chart with some recommended questions:

On the next page are questions I highly recommend using for interviewing a planner, since it is very important to be able to talk freely with him or her. I suggest these questions, because it is very important to have a conversation. Aside from the planner's experience and expertise, his or her personality is the key to a perfect wedding day. Even if you are completely happy and walking on air on your wedding day, there is no doubt the day will have some stress. You want to make sure the planner who will be at your side is someone who soothes you and makes you feel comfortable. If anything about the planner screams "control freak," or makes you just plain uneasy; walk away. There are many, many other planners available to interview.

14

Coordinator comparison	1
Name of planner/coordinator	
Address	
Phone	
Email	
Referred by	
How long have you been in business?	
Do you have any professional affiliations?	
Do you go for continuing education?	
What are your responsibilities during planning?	
What are your responsibilities on the wedding day?	
Do you have a staff?	
Will I be working directly with you or someone else?	
Fees	
Payment schedule	
Number of assistants who will attend wedding	
How do I rate this coordinator? (circle one)	No way Almost perfect Perfect!

15

2	3
No way Almost perfect Perfect!	No way Almost perfect Perfect!

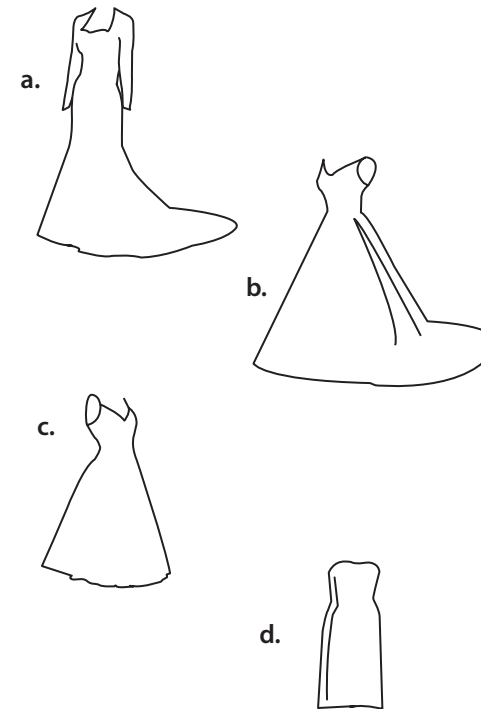
If you decide a wedding planner isn't for you, the tools in this workbook will be instrumental in preparing you for the wedding day. However, you do not want to be the one in charge of the wedding. Take all of your information – your contracts, swatches, checklists and notes – and give them to a friend (or someone responsible) two weeks prior to the wedding. Make sure he or she knows everything you want at the wedding. That person should become the contact person for your vendors and catering manager. You need to have one person in charge and that person shouldn't be you!

Decide on your wedding type

When you envision your wedding, do you see fancy and formal or simple and casual? Do you want your guests in tuxedos or khakis? Answering a few simple questions will help you determine the time of day of your wedding, the location of your wedding and the types of services you choose. Take a peek at the questionnaire on the following page to see what type of wedding would best fit your style.

What's your wedding type?

When you imagine your wedding gown, what does it look like?



When you imagine your guests, what are they wearing?

- a. Gowns and tuxedos
- b. Cocktail dresses and suits
- c. Casual dresses and jackets
- d. Jeans or khakis

What time of day do you want to celebrate?

- a. Dinner time
- b. Mid-morning
- c. Lunch time
- d. Late night

Where do you envision your wedding ceremony?

- a. Place of worship
- b. Hotel ballroom
- c. Museum or other landmark
- d. Garden or beach

If you chose mostly A answers, you probably want a very formal wedding. A ceremony followed by a cocktail hour, dinner and dancing is just right for you.

If you chose mostly B answers, you may still want a formal wedding, but it doesn't have to be ultra formal. You may like a brunch, or a cocktail hour followed by dinner and dancing.

If you chose mostly C answers, you have many options. You would be just as comfortable with a formal ceremony followed by a formal dinner, or a slightly more casual affair including a fabulous brunch or lunch reception.

If you chose mostly D answers, a formal affair would make you crazy. Try a more whimsical event like an early morning beach ceremony followed by breakfast, or a late-night dessert reception. Of course, you could still do a traditional dinner reception, but cut down on the formalities.

Now that you have an idea of the type of wedding that fits your personality, you should also keep in mind that the more formal the affair, the more expensive it tends to be. Also, weddings today don't follow old traditional mindset. If you have your heart set on something formal, but you have to watch your pennies, do a late-night dessert reception. Guests will feel comfortable wearing formal attire, but you can scale back on the food and beverage that you provide. This will save you thousands. Don't be afraid to think outside the box. Create a wedding that reflects YOUR personality and style.

Determining your wedding colors

This may be the easiest task of all. Look to your wardrobe and look to photos of weddings that appeal to you. Once you find a core color that you like, use fabric swatches or paint chips to determine what colors complement your core color the most. Of course, I suggest using my **Just Marry! Color Wheel**, which was designed so my brides are able to visualize and match their colors to swatches while on the go. The Just Marry! Color Wheel can be purchased on **PerfectWeddingGuide.com**. There is a brief explanation on the back of the wheel discussing the different types of color schemes and the wheel is compact and portable. You can easily take the color wheel with you when you go to select bridesmaids' dresses, flowers, linens, and lighting.

Choosing and asking your wedding party

Before you start shopping you must know the number of attendants you will be having, so now is the time to ask your friends and family to stand up with you at your wedding. My clients have shared some wonderful stories of how they invited their wedding parties to participate. Some sent formal invitations; others had dinner parties. Try to come up with something fun and creative to ask your friends to participate. Remember, everything you do will create a wonderful memory leading up to the big day! Now, once you have asked and your wedding party has agreed, use the form on the next page and save it. This form is a sample payout I always use with my brides and grooms.

Once you have asked and your wedding party has agreed, fill out their information on this form and save it. You are going to need it later.

Wedding party contact information

Maid of honor

Name _____
 Phone _____
 Email _____
 Address _____

Name _____
 Phone _____
 Email _____
 Address _____

Best Man

Name _____
 Phone _____
 Email _____
 Address _____

Name _____
 Phone _____
 Email _____
 Address _____

Bridesmaids

Name _____
 Phone _____
 Email _____
 Address _____

Groomsmen

Name _____
 Phone _____
 Email _____
 Address _____

Name _____
 Phone _____
 Email _____
 Address _____

Name _____
 Phone _____
 Email _____
 Address _____

Name _____
 Phone _____
 Email _____
 Address _____

Name _____
 Phone _____
 Email _____
 Address _____

Name _____
 Phone _____
 Email _____
 Address _____

Name _____
 Phone _____
 Email _____
 Address _____

Wedding party contact information

Name _____	Address _____
Phone _____	Ushers
Email _____	Name _____
Address _____	Phone _____
Name _____	Email _____
Phone _____	Address _____
Email _____	Name _____
Address _____	Phone _____
Flower girl	Email _____
Name _____	Address _____
Phone _____	Name _____
Email _____	Phone _____
Address _____	Email _____
Name _____	Address _____
Phone _____	Name _____
Email _____	Phone _____
Address _____	Email _____
Ring bearer	Address _____
Name _____	Guest book attendants
Phone _____	Name _____
Email _____	Phone _____
Address _____	Email _____
Name _____	Address _____
Phone _____	Name _____
Email _____	Phone _____
	Email _____

Wedding party contact information

Address _____	Other
Name _____	Name _____
Phone _____	Phone _____
Email _____	Email _____
Address _____	Address _____
Parents of the bride	Name _____
Name _____	Phone _____
Phone _____	Email _____
Email _____	Address _____
Address _____	Name _____
Name _____	Phone _____
Phone _____	Email _____
Email _____	Address _____
Address _____	Parents of the groom
Name _____	Name _____
Phone _____	Phone _____
Email _____	Email _____
Address _____	Address _____

Wedding planning timeline

Congratulations! You have now made some of the most important decisions; these will be the foundation of the entire wedding planning process. It is almost time to move on and do some shopping! The final step in this section is the creation of a timeline to help keep you on track during the wedding planning process. Below is a copy of the timeline I use with my clients. If you desire something a little more interactive, check out the great tools on **PerfectWeddingGuide.com**. You'll find the Timeline Manager, which automatically places the dates in the timeline for you, based on your wedding date! It's a great tool for keeping you on track.

Wedding planning checklist		
Est. completion date	Task	Actual date
	Six months prior to wedding	
_____	Complete wedding party list and give to planner	_____
_____	Put crucial deadlines provided by consultant in calendar	_____
_____	Approve spending allocation and give back to planner	_____
_____	Decide type of wedding	_____
_____	Determine color scheme	_____
_____	Finish guest list including addresses and phone numbers	_____
_____	Purchase wedding gown	_____
_____	Purchase bridesmaids dresses	_____
_____	Announce engagement in newspaper	_____
_____	Send out save the date and reservation forms	_____
	Five months prior to wedding	
_____	Determine ceremony site	_____
_____	Determine reception site	_____
_____	Reserve hotel rooms for out of town guests	_____
_____	Select photographer	_____
_____	Select videographer	_____
_____	Select reception band/musician/disc jockey	_____
_____	Select ceremony musician	_____
_____	Schedule engagement portrait	_____

Wedding planning checklist (continued)		
Est. completion date	Task	Actual date
	Four months prior to wedding	
_____	Select florist	_____
_____	Select linen company	_____
_____	Select pastry chef	_____
_____	Select grooms and groomsmen attire	_____
_____	Order invitations/stationery/announcements	_____
_____	Invitation	_____
_____	Return address on envelope	_____
_____	Liners	_____
_____	Map cards	_____
_____	Response cards	_____
_____	Thank you notes	_____
_____	Reception cards	_____
_____	Napkins	_____
_____	Program	_____
_____	Place cards	_____
_____	Select calligrapher	_____
_____	Meet with caterer/catering manager and plan menu	_____
	Three months prior to wedding	
_____	Plan honeymoon	_____
_____	Send invitations to calligrapher	_____
_____	Enroll at bridal registries and advise consultant	_____
_____	Meet with florist and make final floral selections	_____
_____	Make final linen selections	_____
	Two months prior to wedding	
_____	Confirm wedding rehearsal time	_____
_____	Attend menu tasting	_____
_____	Make a list of songs you do/don't want played at reception	_____
_____	Select wedding favors	_____

Wedding planning checklist *(continued)*

Est. completion date	Task	Actual date
_____	Mail invitations	_____
_____	Select hair and makeup artist and schedule trial run	_____
_____	Arrange wedding day transportation	_____
_____	Purchase bridal party accessories	_____
_____	Flower girl basket	_____
_____	Ring bearer pillow	_____
_____	Guest book and pen	_____
_____	Cake knife and server	_____
_____	Toasting flutes	_____
_____	Other	_____
_____	Plan rehearsal dinner	_____
_____	Select ceremony music	_____
_____	Discuss ceremony with officiate and choose readings	_____
_____	Apply for marriage license	_____
_____	One month prior to wedding	_____
_____	Schedule final fittings	_____
_____	Contact floral and gown preservationists	_____
_____	Design transportation inserts for out of town guests	_____
_____	Less than one month prior to wedding	_____
_____	Give ceremony musicians copies of music work sheets	_____
_____	Give photographer checklist for wedding photos	_____
_____	Give reception musicians copies of music work sheets	_____
_____	Approve vendor wedding day schedule	_____
_____	Approve wedding party wedding day schedule	_____
_____	Break in shoes	_____
_____	Follow up on guests who did not respond	_____
_____	Meet with bridal consultant to go over details	_____
_____	Pay balances due on services required before wedding	_____
_____	Give final head counts to planner	_____
_____	Set seating arrangements	_____

Wedding planning checklist *(continued)*

Est. completion date	Task	Actual date
_____	Write place cards	_____
_____	Write thank you notes for gifts as they come	_____
_____	Day before wedding	_____
_____	Attend rehearsal	_____
_____	Bring marriage license to rehearsal	_____
_____	Go to bed early	_____
_____	Wedding day	_____
_____	Follow wedding day schedule	_____

Okay ladies, it's time to do what we do best... let's go shopping!

shopping

You've done a great deal of soul-searching during the pre-planning process. You know how much you have to spend and how you want to spend it based on your priorities and your budget. You know the formality and type of wedding you want to have and you have decided on the colors you want to use. Now it is time to find the locations where your wedding will take place, and the vendors who will service your wedding day.

Before you start the interviewing process, I highly suggest you do this:

- Purchase **My Perfect Planner** or get a three ring binder.
- Insert the *Perfect Wedding Guide Wedding Workbook* (that's why we drilled the holes!).
- Insert clear plastic sleeves (you won't have to punch holes in contracts or pictures).
- Print and insert your guest list and budget in the front for easy reference.
- Insert the **Just Marry! Color Selection Wheel** or paint color charts from your local hardware store with your wedding colors.
- Put all brochures and information from your interviews in the binder for safe keeping and later reference.
- Do preliminary research in *Perfect Wedding Guide* and on **PerfectWeddingGuide.com**.
- Check websites of vendors and for locations and try to narrow your options down (I suggest starting with three possibilities).
- Do a phone interview before going out to do a site visit. This will save you time and gas.
- Go visit the vendors and sites to make sure everything looks as good in person as it does on the website.
- Make sure you are happy with the staff. You don't want an overbearing vendor or location coordinator making you a wreck on your wedding day.
- Of course, if one of the first three isn't perfect, choose three more!
- Once you find a location or vendor that is perfect, record the information in My Wedding Profile in the back of the book.

Interviewing

The following pages are dedicated to interviewing potential wedding vendors. I find that some brides find this process intimidating. But, I assure you, wedding vendors love the interview process. It is our opportunity to show off our work as well as show you how we can fit into your vision of your wedding day. Any good wedding vendor welcomes the interviewing process and isn't afraid to answer difficult questions.

Some of the questions in my checklists may seem a little odd. I put those questions in to help spark a conversation. You don't have to stick with my questions exclusively. The ones regarding availability, price, qualifications and contract information shouldn't change, however questions about the vendors' favorite type of wedding, or his wedding style can be changed. Think about things that you really want to know about your potential vendors and have a conversation. You will learn volumes about his personality and your comfort level with him.

Go to your appointments prepared with your questions and mine and bring the *Perfect Wedding Guide Wedding Workbook* or a notepad to write down your answers. Make little notes on his personality too, so that you can remember your thoughts later.

If interviewing really makes you nervous, take someone with you for moral support. Also, schedule your meetings so that your favorite vendor is last on the list. That way, you will have a little practice before seeing your favorite. Keep in mind, I truly believe, once you get going, your nervousness will go away, so don't let this process cause you unnecessary stress.

Reception sites (continued)	site 1
How long before reception can I setup?	
How many hours do I have the site?	
If outside, is there good backup space?	
If I want to stay longer, what fees will I incur?	
*What is the food and beverage minimum?	
**What is the minimum fee per person?	
***Is the bar per person/per hour or consumption?	
What is included in the package?	
• Hors d'oeuvres	
• Open bar?	
• Courses for meal?	
• Cake?	
• Linens?	
• Centerpieces?	
• Overnight stay for bride and groom?	
What is the guest room rate?	
**** Reserve a room without attrition clause?	
How do I rate this site? (circle one)	No way Almost perfect Perfect!

* Many locations that provide food and beverage, like a hotel or restaurant, won't charge a fee to use the space; they charge a food and beverage minimum. This charge would be the total dollar amount you have to spend before adding service charge and taxes. These locations typically don't let you bring in outside food and beverage.

** Some locations that have a food and beverage minimum also have a minimum per person charge. This means that their wedding menus start at, for example, \$100.00 per person. So

site 2	site 3
No way Almost perfect Perfect!	No way Almost perfect Perfect!

if the food and beverage minimum fee is \$15,000 you could host 150 people at \$100 each to make your minimum. You could not host 300 people at \$50.00 each.

*** Bar fees can be tabulated a couple of ways. The first is a hosted hourly bar. You would pay a fee per person per hour, no matter how much your guests drink. The pro of doing it this way is that you will exactly know how much your bar will cost no matter what your guests drink. The con is that you pay for the entire guest count for the number of hours that you have the bar, so

Photographers (continued)	1
Are you familiar with my ceremony/reception site?	
Do you have photos of my ceremony/reception site?	
Do you mind working with videographers?	
Do you mind if my guests take photos?	
Price range	
Hours included	
Album size included	
Surrender Hi-Res CD?	
Overtime charges	
Bridal portrait sitting	
Engagement photo	
Number of photographers	
Time for album delivery	
Payment schedule	
Method of payment	
*Will you accept a photo list?	
How do I rate this photographer? (circle one)	No way Almost perfect Perfect!

*When it comes to photo lists, I suggest treading lightly. Professional photographers know which photos are critical to take like bride and groom with wedding party, bride and groom with parents, etc. *However*, I do suggest providing him with an "Important Photo List" (see page 64).

2	3
No way Almost perfect Perfect!	No way Almost perfect Perfect!

Videographers (continued)	1
Method of payment	
When can I expect my final DVD?	
What is your payment schedule?	
What forms of payment do you take?	
*Will you accept a photo list?	
How do I rate this videographer? (circle one)	No way Almost perfect Perfect!

*Some videographers do very little editing and hand over a tape with hours of footage; others edit down the day to an hour. Some use a lot of special effects and others keep it clean. Make sure you view a full wedding video so you can determine which style you like.

2	3
No way Almost perfect Perfect!	No way Almost perfect Perfect!

Finding your florist

Florists have many different styles and price ranges. Make sure you look at each florist's portfolio to see if her design style matches your vision for your wedding day. Also, be very upfront about your floral budget and see if she is able to help you achieve the look you want

46

Florists	1
Name of florist	
Address	
Phone	
Email	
Website	
Contact person	
Available for my wedding?	
Favorite style of wedding?	
Are you familiar with my ceremony/reception site?	
Do you have photos of your work at my site?	
Will you do a sample centerpiece for me to see?	
Do you have separate delivery and setup fees?	
Do you help with linens/lighting/foilage rentals?	
Can you work within my budget?	
Do you have ideas to save money on décor?	
Payment schedule	
Method of payment	
How long to you like to have for setup?	
How do I rate this florist? (circle one)	No way Almost perfect Perfect!

for the price you want. Most importantly, make sure the florist listens to you. You don't want to hire someone who isn't paying attention to what you want on your wedding day.

47

2	3
No way Almost perfect Perfect!	No way Almost perfect Perfect!

Choosing musicians

You will need to have music for your ceremony, cocktail hour and reception. You may achieve this through live musicians, a DJ and sometimes for the cocktail hour, you can use piped in music provided by your reception location. When you are choosing live musicians, you are looking for talent and personality, when it comes to a DJ, it's all about the personality.

48

Ceremony music	1
Name of musicians	
Address	
Phone	
Email	
Website	
Contact person	
Available for my wedding?	
Will you help me select my music?	
If I want a song you don't play, will you learn it?	
Is there a fee for learning new music?	
What are your electrical requirements?	
Are you willing to play outside?	
What are your restrictions for outside ceremonies?	
Do you have a demo you can send me?	
Can you work within my budget?	
Payment schedule	
Method of payment	
How long do you need for setup?	
How do I rate this musician? (circle one)	No way Almost perfect Perfect!

Ceremony music: I have seen many, many options for ceremony musicians. The most cost effective is to hire your DJ for an extra hour to play for the ceremony. If you want live musicians, some of my favorites include: harpists, string quartet, and flute quartet. For dramatic touches, consider adding bagpipes, trumpet or a choir.

49

2	3
No way Almost perfect Perfect!	No way Almost perfect Perfect!

Reception music (continued)	1
Payment schedule	
Method of payment	
How long do you need for setup?	
How do I rate this musician? (circle one)	No way Almost perfect Perfect!

Purchasing your wedding attire

52

This section is more about advice than a checklist. Of course you will need to know the price of your gown and the fees for alterations, but purchasing a wedding gown and bridesmaids' dresses is more about finding the look you love.

- Before you go shopping, look on the Internet and in magazines to find styles that you like. Make sure to tear out or print photos and put them in your **My Perfect Planner** or your binder. Keep in mind that the women wearing the gowns in the magazines are very tall and very thin. The styles that you like in the book may not be right for your stature and figure, so go to the salon with an open mind and try on several styles.
- I suggest not taking a crowd with you when start trying on wedding gowns and bridesmaids dresses. Having too many opinions can get confusing. You want to make sure you get the gown and dresses *you* love, not that your friends love (although finding one that fits both categories is always nice.) So grab your mom, your best friend, or your bridesmaid with the quirkiest figure, and head out to your favorite salon.
- When you go shopping, dress the part. Wear good foundation garments and shoes with the heel-height that you will most likely wear on the wedding day.
- Tell the gown consultant your budget. Ask her to not show you gowns and dresses that would cause you to over spend.

2	3
No way Almost perfect Perfect!	No way Almost perfect Perfect!

53

- Listen to suggestions from the salon gown consultant. Over the years I have found that they have a knack for choosing just the right style.
- Make sure the gown consultant takes your measurements. She should show you the sizing chart from your gown manufacturer and explain how she decided which size to order for you (typically that is based on your largest measurement).
- You will also need the following information: What types of payment does the salon accept? How long will it take the gown to arrive? Does the salon have on-site alterations? What are the alteration fees? How long will alterations take?
- Once you narrow down your gown and dress choices, feel free to bring other friends to help you choose "the one."

Finding the special touches

Again this section is more about advice than comparison charts. There are so many wonderful options for adding your special signature to your wedding. There are countless websites with wedding favor and décor ideas. I also suggest looking for other bride's blogs for ideas. It's fun to see what other couples did on their wedding days (and to get insight on what worked and what didn't). Below is some other insight on adding special touches:

- What are some things that you and your fiancé are known for? You can get inspiration from your ethnic backgrounds, favorite restaurants, hobbies and careers.
- Consider making a charitable contribution or giving something back to your community in lieu of favors. Write a story about why you chose the particular charity or cause and display it for your guests. Who knows, you might inspire one of your guests to take up that cause as well. Can you think of a more personal or meaningful way to start your life together?
- If you are going to be designing and putting together your favors, make sure to give yourself enough time. You don't want to go crazy the week of your wedding.

54

Negotiating contracts

As you find the locations and vendors you like, you need to negotiate and sign your contracts. Do not hire any vendor based on a verbal agreement. Everything must have a written contract. Here are my suggestions of things to look for or add to your contracts:

- Correct date, day, time, and location of your wedding
- Contact information for the vendor on the wedding day (this means a cell phone number)
- All fees (including optional overtime)
- Methods of payment accepted
- Dates of when payment installments are due
- Name of the vendor who will be working at the wedding
- Exact services you are contracting. If the vendor's contract doesn't include this

information, ask to attach the brochure or information sheet with your package details to the contract. Both the vendor and you should sign the attachment.

- When final products will be delivered
- Once you sign the contract, make sure the vendor signs it and that he gives you a copy of the contract with both signatures.
- File the executed contract in your **My Perfect Planner** or your binder.

Now it's time to get organized!

55

organization 

The big day is approaching. At this point, you must be incredibly anxious about all of the tasks and items needed to get organized before the big day. This section will help you get all of your months of planning; the notes, the ideas, the contracts and your wishes organized so that someone, other than you, can execute the wedding day. Let's begin with your final payment list.

Take out all of your contracts and lay them out on the table in front of you. All of them have different payment requirements. You are going to chart them so that you can pay them properly. Fill out the information below then get ready to write checks, address envelopes and put your payments in the mail.

Vendor contracts			
Vendor name _____	Total fee _____		
Method of payment _____	Deposit _____	Balance _____	Balance paid _____
Vendor name _____	Total fee _____		
Method of payment _____	Deposit _____	Balance _____	Balance paid _____
Vendor name _____	Total fee _____		
Method of payment _____	Deposit _____	Balance _____	Balance paid _____
Vendor name _____	Total fee _____		
Method of payment _____	Deposit _____	Balance _____	Balance paid _____
Vendor name _____	Total fee _____		
Method of payment _____	Deposit _____	Balance _____	Balance paid _____
Vendor name _____	Total fee _____		
Method of payment _____	Deposit _____	Balance _____	Balance paid _____

You will also need a wedding week agenda. This will serve as a reminder of when final counts are due, when setup is available, even when you would like to toss the bouquet and garter. The agenda included on the next few pages is just an example of what you can do. You may have other ideas as to the things you want included in your wedding day. There is no right or wrong answer, just make sure whatever you want to have happen on your wedding day, happens.

Wedding week schedule	
Three weeks prior - Week of _____	
Time	Action item
_____	Final guest count to the cake designer
_____	Wedding license has been obtained
Two weeks prior - Week of _____	
_____	Final count to the florist for centerpieces
_____	All attendants gifts are purchased and wrapped
_____	Send first version of agenda to vendors
One week prior - Week of _____	
_____	Final guest count to caterer
_____	Confirm all wedding vendors
Rehearsal day _____	
_____	All transportation is confirmed
_____	Tuxedo pickup
_____	All wedding participants arrive for rehearsal
_____	All wedding-related items given to person in charge

Wedding week schedule *(continued)*

Time	Action item
_____	Marriage license is given to officiant
_____	Rehearsal begins
_____	Rehearsal concludes
_____	Rehearsal dinner begins
Wedding day _____	
_____	Room set up begins
_____	Florist arrives for set up
_____	Linens arrive for steam
_____	Hairstyling begins
_____	Videographer arrives and sets up
_____	Photographer arrives and sets up
_____	Musician/DJ arrives to set up
_____	Groom and groomsmen arrive at the ceremony site
_____	Videographer and photographer begin pre-wedding footage
_____	All ceremony set up is complete
_____	Groomsmen, ushers and program attendants take their places for guest arrival
_____	Sound check for DJ and officiant is complete
_____	Prelude music begins
_____	Parents may greet guests at the entrance to the ceremony
_____	Guest arrival begins

Wedding week schedule *(continued)*

Time	Action item
_____	Pre-wedding photos conclude
_____	Bride & her wedding party to be prepared for processional
_____	Ceremony begins (see end of schedule for processional order)
_____	Cocktail hour set up is complete
_____	Reception set up is complete
_____	Catering staff is ready for guest arrival at cocktail hour
_____	Ceremony concludes
_____	Post-wedding photos begin
_____	Guests make their way to the cocktail hour
_____	Floral arrangements to be moved to reception site by florist
_____	Post-wedding photography concludes
_____	DJ & Catering staff are ready for guests to move from the cocktail hour to the wedding reception area
_____	Cocktail reception ends
_____	DJ begins playing
_____	Staff invites guests to move to the reception area for initial reception events
_____	Champagne is poured for toasts
_____	Wedding party and then bride & groom are introduced into the reception (Introduction order at end of schedule)
_____	Bride & groom's first dance (name of song) _____

Wedding week schedule (continued)

Time	Action item
_____	Brides father gives welcome greeting to guests
_____	Best man gives toast and then maid of honor gives toast
_____	Blessing will be given by officiant
_____	Dinner is served
_____	DJ to announce that stations are open and what is at each buffet station
_____	Dinner is concluded
_____	Father/daughter dance (name of song) _____
_____	Mother/son dance (name of song) _____
_____	Cake cutting (name of song) _____
_____	Dance, dance, dance!
_____	Garter & bouquet toss (name of song) _____
_____	Departure transportation arrives
_____	Last dance/reception concludes
_____	Bride & groom depart
_____	Post-reception breakdown/gifts delivered to _____
_____	Food and cake packed up and delivered to _____

Wedding week schedule (continued)

_____	After the wedding day _____	
_____	Brunch	
_____	Honeymoon transportation departs	
	Ceremony	Reception
	Programs _____	Cake knife & server _____
	Gift card box _____	Champagne Flutes _____
		Sparklers _____
	Cocktail hour	Table numbers _____
	Escort cards _____	Candy station items _____
	Escort card board _____	Cupcake pails _____
	Bathrooms _____	
	Amenity baskets _____	
	Wedding related items (initials of person responsible)	
	Notes on additional action items	

The important photo list

Most wedding photographers don't like getting shot lists. They know to take a photo of the bride and groom, the bride and groom and her parents, the bride groom and his parents, etc. However, I think it is really important to provide the photographer a list of photos that he or she might not anticipate. For example, if your best friend from kindergarten is going to attend the wedding and you want a photo with her, the photographer needs to know. If you and your siblings have taken the same type of photograph at every family gathering, the photographer needs to know about it. I suggest putting together a shot list of those unusual photographs and handing it to the photographer at your last planning meeting, or have your person in charge do it for you on the wedding day. Try not to make it too long or complicated. You don't want to spend your wedding day taking photos for hours at a time.

Seating list

Once all of your responses come back, you will need to make a couple of kinds of seating lists for your catering manager. One list will be an alphabetical (by last name) list of your guests and their table numbers. This will allow the catering staff to assist your guests when they need to find their tables. You should also add any special requests on that list (see examples at right). Also, if you had your guests choose what entrée they will be eating on their response card, you are going to need a list of your guests by table and their food selections. Next are examples of each of them.

Alphabetical guest list - table numbers

Guest	Table number	Special requests
A		
Mr. and Mrs. John Adams	2	
Mr. and Mrs. Scott Alexander	4	Vegetarian
B		
Mr. and Mrs. Steven Brown	4	
C		
Mr. and Mrs. David Cohen	3	Guest in wheelchair
Mr. and Mrs. Sam Covell	5	High chair

Alphabetical guest list - food selections

Table 1	
Mr. and Mrs. John Abrams	Chicken and Beef
Mr. and Mrs. Scott Davis	Chicken and Chicken
Mr. and Mrs. David Frankel	Beef and Beef
Dr. and Mrs. Alexander Smith	Chicken and Vegetarian

Please note: When your guests make entrée selections in advance of the wedding day, you will most likely need to provide a card for each guest indicating whether the guest is eating beef, chicken, fish or vegetarian. Some of my brides have used decorative symbols, like a star for beef, a square for chicken, a circle for fish and a triangle for vegetarian; others just use B, C, F, or V on the card. Be sure to check with your catering manager on what your facility requests that you do.

Announcement list

This is where your wedding party list comes in handy. Take the list from the pre-planning section and pair your bridesmaids and groomsmen as you want to see them walking back up the aisle. Now put them together in a list like the one below.

Make sure this list has the names written exactly as each of your wedding party wants to be introduced. Also, if any of your wedding party has a difficult name to pronounce, spell it phonetically on the sheet.

Announcement list
<p>Mother and Father of the Bride</p> <hr/>
<p>Mother and Father of the Groom</p> <hr/>
<p>Flower Girl and Ring Bearer</p> <hr/>
<p>Bridesmaids and Groomsmen</p> <hr/> <hr/> <hr/>
<p>Maid of Honor and Best Man</p> <hr/>
<p>Bride and Groom</p> <hr/>

Inventory list

If you want to be able to relax and enjoy your wedding day, it is very important that you take an inventory of all the items you want set out for your ceremony and reception. Favors, toasting glasses, cake knife and server, photos, sign in books, etc. must all be on this list. Furthermore, if you have a specific manner in which you would like these items displayed, you should write that directly on the list so that whomever is in charge of setting these things up, will know exactly where you would like them without having to disturb you. A sample "Where Things Go List" can be found below.

Inventory list	
Ceremony	
_____ Unity candle and stand	_____ Your bouquet
_____ Guest book and pen	_____ Money bag, box, bird cage or other such receptacle
_____ Leftover programs	_____ Your wedding gown
_____ Pew bows	_____ Groom's tuxedo
_____ Flower arrangements	_____ CDs that you provided
_____ Ring bearer pillow(s)	_____ Wedding gifts
_____ Flower girl basket(s)	_____ Family photos
Reception	_____ Ketubah
_____ Framed engagement and/or bridal portrait	_____ Kiddish cup
_____ Leftover personalized napkins	_____ Leftover glass shards from glass-breaking ceremony
_____ Leftover favors	_____ Other _____
_____ Leftover tossing items and container (birdseed, sparklers, etc.)	_____ Other _____
_____ Disposable cameras (how many did you start with? _____)	I have inventoried all the items checked above and accounted for them all
_____ Toasting goblets	_____ (signature of coordinator on duty)
_____ Cake knife and server	I was not able to account for the following items:
_____ Cake top ornament	_____
_____ Top layer of cake	_____
_____ Cake "parts"	_____
_____ Leftover cake other than the cake top (including groom's cake)	_____
_____ Centerpieces	Date and time: _____
_____ Flower arrangements other than centerpieces	_____ (signature of person taking away the personal items)

Well, there you have it – three big steps to planning your wedding. Of course there are many details that you will fill in as you meet vendors and get new ideas. Each vendor with whom you meet will inspire something that you hadn't thought of before. Just keep taking notes and go down your checklist. If you work a little every day, the task of planning your wedding won't be as daunting as you might have initially thought.

My last bit of advice for you is to plan the wedding, hand it over to someone you trust, then relax and enjoy. You won't believe how quickly your special day will fly by. Don't let any little mishaps or misunderstandings bother you. If your bouquet is light pink instead of medium fuchsia, let it go. If your maid of honor wears her hair down instead of up, forget about it. Nothing should stand in the way of you reveling in each special moment of your wedding day.

Remember, *Perfect Wedding Guide* and I are always an available resource for you. Keep going back to **PerfectWeddingGuide.com** for the latest in wedding industry trends, go to my blog at **perfectweddingguide.com/wedding-blog/** and feel free to send me an email at susan.southerland@pwg.com.

My wedding profile

Bride and Groom

Wedding date _____

VENDORS

Ceremony site _____

Reception site _____

Photography _____

Videography _____

Entertainment _____

Floral _____

Bakery _____

Wedding coor. _____

GUESTS

No. of guests _____

Room block _____

Rooming list _____

Guest room amenity _____

REHEARSAL

Time _____

Items needed at rehearsal _____

Officiant to attend _____

REHEARSAL DINNER

Location _____

Time _____

Reservations confirmed _____

Décor _____

Transportation _____

FORMALWEAR

Bridal gown _____

Bridesmaids _____

Tuxes _____

Steaming _____

Where is everyone dressing? _____

PERSONAL FLORAL

Bride _____

Groom _____

Bouquets _____

Boutonnieres _____

Corsages _____

Flower girl _____

Other _____

PHOTOGRAPHY

Special requests _____

Locations _____

VIDEOGRAPHY

Special requests _____

CEREMONY

Location _____

Time _____

Guest parking _____

Marriage license _____

Transport to ceremony _____

Transport from ceremony _____

Special seating _____

Program _____

COCKTAIL RECEPTION

Cocktail hour _____

Guest parking _____

Entertainment _____

Guestbook table _____

Gift table _____

Gift card box _____

RECEPTION SET

Color of linen _____

Rental linen _____

Napkin fold _____

Centerpieces _____

Dance floor _____

Rental staging _____

Place cards _____

Place card table _____

Gift table _____

Guest book table _____

Wedding cake table _____

Cake design _____

Cake topper _____

Groom's cake table _____

Groom's cake design _____

Cake boxes _____

Bride and groom seating _____

No. of tables _____

No. guests/table _____

Table numbers _____

Tenting/heaters _____

Favors _____

Cake knife/server _____

Champagne flutes _____

RECEPTION

Time of reception _____

Time of dinner service _____

No. adult meals _____

No. of children's meals _____

No. vendor meals _____

Special dietary needs _____

Dances/special events _____

Time of champagne toast _____

Time of cake cutting _____

Time of last dance/song _____

Grand exit _____

Transportation _____

POST-WEDDING

After reception clean up _____

Post-wedding events for guests _____

Honeymoon suite reserved _____

Day-after Brunch/events _____

COORDINATOR TASKS

SPECIAL NOTES
