



VENDOR INFORMATION SHEETS

Print Multiple Copies

VENDOR

ADDRESS

CONTACT PERSON

PHONE

ARRIVAL TIME

DEPARTURE TIME



SPECIAL INSTRUCTIONS

——
Print Multiple Copies





Wedding Planning Tips

Do things one step at a time!

Your Budget amount?

48 to 50 percent of total budget to reception!

8 to 10 percent for flowers; 8 to 10 percent for attire; 8 to 10 percent for entertainment/music

10 to 12 percent for photo/video; 2 to 3 percent for invites; 2 to 3 percent for gifts. 8 percent wedding coordinator; 5 to 10 percent for surprise expenses.

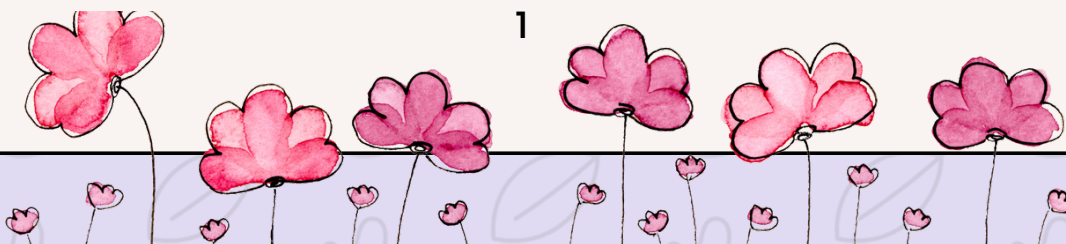
Number of Guests. 0 to 20 percent of your invites won't come!

Cut your guest list to stay within your budget!

Consider all your options and alternatives!

Garden or Chapel Wedding?

Let the Vendors know what you want!!



Make the meal plan!

Investigate Black out dates!

Stay Organized and keep notes of your conversations with important vendors!

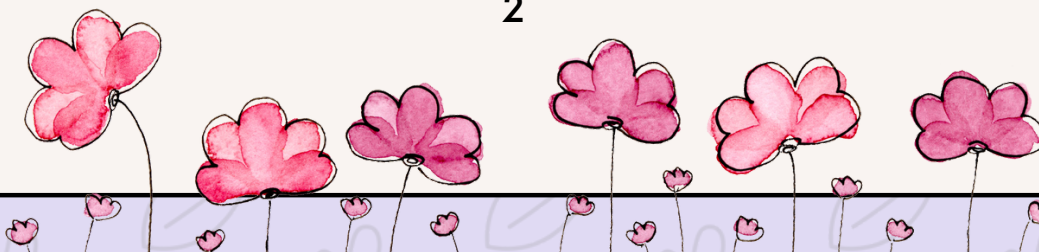
1 bartender per 50 people!

Give at least 6 months of planning time to book a venue!

Fri & Sat are less money for booking a wedding Venue!

Invitations for odd shaped envelopes will cost extra! Be sure to put the right amount of postage on your envelopes!

Provide accurate driving directions from Chapel to the Reception.



Make a choice about children being invited. Have a sitter for children under 6 years old.

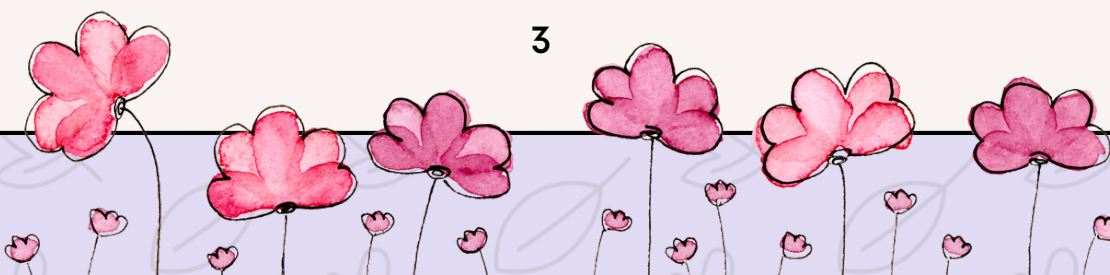
Prepare a seating chart so there is no fuss at your wedding!

Have the Hotel Release rooms for your wedding.
Block rates are cheaper!

Take the time to plan together!



Have a few people in mind to decorate your vehicle! Have an important chat about what you want on the car and what you don't!



Keep important papers in a Manila envelope so you don't lose them.

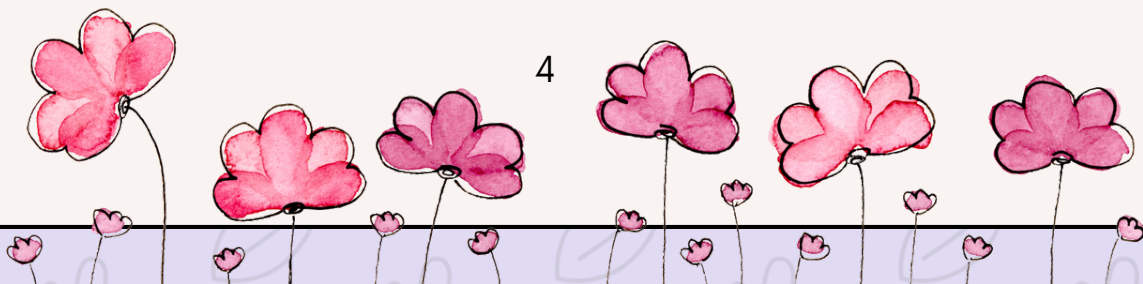
Schedule your set up at the reception location. Ask people for help the night before or have it scheduled and opened to set up early on the day of your wedding!

**Check on your State requirements for your marriage license.
Give a copy to your Mom and Maid of Honor.**

Ask for a list of Restrictions at your Venue!

Don't forget to Tip!

Write down all important emergency phone numbers!



BRIDE AND GROOM INFORMATION SHEET

Print out for each vendor

Groom name:
Phone #

Brides name:
Phone #

Groomsman's name:
Phone #

Maid of Honor's name:
Phone #

Mother and Father of the Bride:
Phone #
Phone #

Mother and Father of the Groom:
Phone #
Phone #



Wedding Vendors Appointments

Print each page

For Parents & Bridal Party Dress Boutique

Dress Boutique:

Phone:

Address

Appointment time:

Tuxido's & Suit's

Tuxedo Shop:

Phone:

Address:

Appointment Time:

Suit Shop:

Phone:

Address:

Appointment Time:

Bridesmaid Dress Shop

Bridesmaids dress Shop:

Phone:

Appointment time:

Prices:

Item #

Colors:



WEDDING VENUE

The Venue:

Phone:

Address:

Date:

Time:

Name of person in charge:

CONSULTANT | COORDINATOR

Name

Phone:

Address:

Charge:



CATERING

Catering Company:

Type of Food Service:

Phone:

Name of Person in Charge:

Address:

Date:

Time:

of Guests:

Cost per Plate:

Delivery Time:

Charge:

Waiters & Waitresses Tips:



DECORATIONS | EVENTS

Decorations / Events Company:

Name of person in Charge:

Phone:

Address:

Charge:

Date:

Set up Time:

Delivery Time:



FLORIST

Florist:

Address:

Phone:

Name of person in Charge:

Charge:

of Bouquets

of Boutonnieres:

of Table Bouquets

Other:

Pickup Instructions:



BAKERY

Name of the Bakery:

Type of cake: naked, filling etc:

Address:

Phone:

Charge:

Pickup Instructions:

PHOTOGRAPHER

Photographers name:

Email:

Address:

Phone:

Charge:

Arrival Time:



VIDEOGRAPHER

Videographers name::

Email:

Address:

Phone:

Charge:

Arrival time:

HAIR SALON

Beauty Salon:

Appointment time:

Address:

Charge:

Tip:

Phone:



MAKEUP

Makeup Artist:

Appointment time:

Address:

Phone:

Charge:

Tip;

TRANSPORTATION

Limo / Transportation:

Address:

Phone;

Pickup Time:

Charge:

Tip:

Instructions:



ENTERTAINMENT | DJ

Entertainment / DJ

Address:

Phone:

Set up Time:

End Time:

Charge:

Tip;

Song list Instructions:



RENTAL COMPANIES

Rental Agency:

Address:

Phone;

Charge:

Items to Rent:

Rental Agency:

Address:

Phone:

Charge:

Items to rent:

Rental Agency:

Address:

Phone:

Charge:

Items to rent:



BRIDE & GROOM WEDDING DAY INFORMATION

Print all 5 forms
For Parents & Bridal Party

Bride's Name:

Groom's Name:

Mailing Address for Wedding Info:

City, State, Zip

Brides Phone:

Grooms Phone:

Brides Alt Phone:

Grooms Alt Phone:

Wedding Date:

Time:

Rehearsal Dinner:

Date:

Time:

Address:

City:

Zip:



WEDDING DAY INFORMATION

Ceremony Location:

Address:

City, State, Zip

Officiant Name

Phone:

Ceremony Music:

Phone:

Bride Arrives:

Groom Arrives

Ceremony Starts:

Time Ceremony Ends:

Leave From Ceremony:

Reception Location:

Address:

City, State, Zip



WEDDING DAY INFORMATION

Reception Ends:

Entertainment By:

Phone:

Wedding Coordinator:

Phone:

Invitations;

Phone:

How many Guests:

RSVP:

Jeweler:

Phone:

Address:

City, State, Zip

Decorations:

Phone:

Photographer;

Phone:



WEDDING DAY INFORMATION

Videographer:

Phone:

Florist:

Phone:

Dress Boutique:

Phone:

Tuxedo;Suit Shop:

Phone:

Catering:

Phone:

Beauty Salon

Phone:

Make-up Artist:

Phone;

Maid/Matron of Honor:

Bridesmaid:

Phone;



WEDDING DAY INFORMATION

Notes



PHOTOS NOT TO BE MISSED



This is a worksheet of some of the standard photos taken at weddings. It is not supposed to limit you or your photographer, but only give you both ideas. Use the list to create your own shooting list or use it as it is.

If you want some of these photos listed here, but they are not on your photographer's list, ask your photographer if they can be added.

Tell your photographer of family divorces, separations, etc., that require extra sensitivity. No one wants to create discomfort by asking for groupings that would not be wanted or that might cause problems. Talk to your Photographer about these notes and this photo list. The Photographer should not exclusively run things but should work with other professionals to be sure the situations are good for photos.



*During the dancing, for instance, the lights should stay bright enough for the photographer to focus.

*Table Photos are not done of all people. You select those most important to you. Formal or candid.

*It is not possible to anticipate all the photos. The Photographer will expand or revise list as necessary to assure your needs are met.

AS THE DAY BEGINNINGS

- ³ Bride arrives
- ³ Bride in Dressing Room holding her dress
- ³ Bridesmaids in Dressing Rooms
- ³ Helping put Dress/Veil on
- ³ Bride putting garter on
- ³ Bride and Mom
- ³ Bride and Maid of Honor
- ³ Bride and Flower Girl
- ³ Grooms Dressing/Waiting Room

NOTES: Some Photographers don't offer these photos because couples rarely want more than one copy. This is when you can get a family member to help. Perhaps there is a photographer in the family. He or She can shoot away when the professional isn't working. Ask him/her to relax while the pro is working to produce the images you are paying for (he/she will understand if you ask!)



CANDID SHOTS JUST BEFORE THE CEREMONY

- Guest Arriving
- Grandparents
- Guest Book Attendant
- The two Dads Together
- The two Moms Together

NOTES: Depending on the amount of time available, these might not get done by the professional photographer.

PROCESSION

- ³ Grandmother 1-4
- ³ Mothers 1-2
- ³ Candle Lighters
- ³ Bridesmaids 1-8
- ³ Flower Girl/Ring Bearer 1-2
- ³ Bride with her Escort 1-3

NOTE: Photos during the procession are best done at the beginning of the aisle in mid-stride. The Photographer should ask each subject to pause for just two seconds, look right into the camera and smile.



CEREMONY

- ³ Bride is given away 1-2
- ³ Groom receives his Bride
- ³ Prayer or Address
- ³ Readings & Songs
- ³ Vows
- ³ Rings
- ³ Unity Candle
- ³ Miscellaneous
- ³ Communion
- ³ Introduction of Mr. & Mrs. Last name
- ³ Recession (Just the Couple) 1-3

NOTE: Most photographers shoot from the back of the church preferably from a balcony. Flash should not be used during outdoor ceremonies.

Photographers

are usually more active, but they still try to shoot unobtrusively. For outdoor ceremonies, consider not having a white aisle runner, it visually overpowers everything else, effecting the video and the still photography.



GROUP FORMALS

(Before or After Ceremony)

(Bride and Groom are posed at center)

These Photos should take only 30-45 minutes.

- ³ Groom's Parents with Couple
- ³ Grooms Immediate Family
- ³ Grooms Extended Family
- ³ Bride & Groom with Bridesmaids
- ³ Bride & Groom with Wedding Party
- ³ Bride & Groom with Groomsmen
- ³ Brides Parents with Couple
- ³ Brides Immediate Family
- ³ Brides Extended Family
- ³ Couple with both Parents
- ³ Bride & Groom
- ³ Bride Alone

LEAVING FOR RECEPTION

Greeting Guest after Ceremony

Getting into Car or Limo

In, Car, Carriage or Limo



AT THE RECEPTION

- ³ Arriving at Reception 3-4
- ³ Dramatic Entrance 3-4
- ³ Receiving Line 3-4
- ³ Buffet Table 3-4
- ³ Overall Room Photos 4-6
- ³ Specific Decorations 1--4
- ³ Couple getting Meal 1-3
- ³ Wedding Party getting Meal 1-3
- ³ Head Table without Wedding Party 2-3
- ³ Head Table with Wedding Party 2-3
- ³ Hand showing Rings 2-3
- ³ Cake Table 2-3
- ³ Toast being Made 2-3
- ³ Cake being Cut 2-3
- ³ Groom gives bite to Bride 1-2
- ³ Bride gives bite to Groom 1-2
- ³ First Dance: Bride & Groom 3-4
- ³ First Dance: Bride & Father 1-2
- ³ First Dance: Groom & Mother 1-2
- ³ First Dance: Groom & Brides Mother 3-4
- ³ First Dance: Bride & Grooms Father 3-5
- ³ Brides Parent's Dancing Together 1-2
- ³ Grooms Parent's Dancing Together 1-2
- ³ Brother & Sisters Dancing with Spouses 1-2
- ³ Misc. Dancing – Grandparents 1-2



- ³ Band or Disc Jockey 1-2
- ³ Couples Car being Decorated 1-2
- ³ Bouquet Throwing 1-2
- ³ Garter being removed 1-2
- ³ Garter being Thrown 1-

THE FOLLOWING PHOTO ARE DONE ONLY WHEN
TIME PERMITS

- ³ Couple's Last Dance
- ³ Couple Saying Goodbyes
- ³ Couple getting Into Car
- ³ Couple Waving Goodbye
- ³ Couple Driving Away
(Beware of Overtime Charges.)

PARTY

- ³ Bride & Groom with Groomsmen
- ³ Brides Parents with Couple
- ³ Brides Immediate Family
- ³ Brides Extended Family
- ³ Couple with both Parents
- ³ Bride & Groom
- ³ Bride Alone



THE FOLLOWING PHOTO ARE DONE ONLY WHEN TIME PERMITS

- ³ Couple's Last Dance
 - ³ Couple Saying Goodbyes
 - ³ Couple getting Into Car
 - ³ Couple Waving Goodbye
 - ³ Couple Driving Away
- (Beware of Overtime Charges.)

Wedding Day Sequence

Wake up:

Eat a good breakfast:

Bridesmaids Arrive:

Nails/Hair/Makeup Time:

Bride Gets Dressed:

Limo Arrives at Bride's House:

Leave for Ceremony Location:

Arrive at Ceremony Location:

Groom & Groomsmen Arrive:

Florist Arrives at Ceremony:

Distribute Bouquets, Corsages, & Boutonnieres:

Cake Arrives at Reception Location:

Photographer Arrives:

Groom Pre-Ceremony Photos:

Bride Pre-Ceremony Photos:

Guest Finish Seating:

Procession Begins:

Ceremony:

Ceremony Ends:

Post-Ceremony Photos:

Leave for Reception:

Appetizer Service:

Bride & Groom Arrive at Reception:

Receiving Line:

Buffet/M meal Serve:

Wedding Toast:

Cake Cutting:

First Dance:

Money Dance:

General Dancing:

Bouquet Toss:

Garther Toss:

Last Dance:

Leave Reception:

Change Clothes to leave:

Give anything to be returned, to
responsible parties
(This includes tuxedos, etc., rentals)

Leaving for Honeymoon:



Guest List for Your Wedding!

Compile your Guest list. Make yourself some copies to use in your wedding notebook. Write the number of guest coming in the RSVP.

Name:

Phone:

Address:

Sent:

RSVP:

Name:

Phone:

Address:

Sent:

RSVP:

Name:

Phone:

Address:

Sent:

RSVP:

Name:

Phone:

Address:

Sent:

RSVP:



Continued

Guest List for Your Wedding!

Name:

Phone:

Address:

Sent:

RSVP:

Name:

Phone:

Address:

Sent:

RSVP:

Name:

Phone:

Address:

Sent:

RSVP:

Name:

Phone:

Address:

Sent:

RSVP:



Easy Budgeting



Budget amount \$	Company, Contact, Phone
Wedding Consultant	
Ceremony Location	
Minister	
Reception Location	
Caterer	
Liquor Services	
Rental & Supplies	
Decorations	
Linens/Chair Covers	
Wedding Dress	
Bridal Accessories	
Tuxedo/Suit Rental	

Budget amount 	Company, Contact, Phone
Photographer	
Videographer	
Florist	
Invitations	
Calligrapher	
Music (Ceremony)	
Music (Reception)	
Disc Jockey	
Bakery	
Wedding Favors	
Bridal Party Gifts	
Transportation	
Honeymoon	
Hair/Make-up/Spa	

Who Pays for What?

Estimated Total Cost		Brides Family	Groom's Family	Bride Herself	Groom Herself	Attendants
Invitations		X				
Engagement Ring		X				
Rehearsal Dinner			X		X	
Ceremony Fees					X	
Bridesmaids Dresses						X
Groomsmen's Attire						X
Wedding Cake		X				
Caterer		X				
Liquor		X				
Flowers		X				
Photography		X				
Musicians		X				
Reception Entertainment		X				
Reception Hall		X				1

Estimated Total Cost		Brides Familhy	Grooom's Family	Bride Herself	Groom Herself	Attendants
Transportation			X	X	X	X
Videography		X				
Special Gifts		X				
Bridal Trousseau		X		X		
Miscellaneous				X	X	
Rings					X	
License					X	
Honeymoon					X	
Bridesmaids Gifts				X		
Groomsmen's Gifts					X	

Countdown Calendar



12 months...

- Announce your engagement
- Choose a wedding theme and style
- Work out a budget; research reception venues
- Compile your guest list
- Set the Wedding date
- Meet with potential wedding consultants, get bids
Research wedding pros (photographers, videographers, reception bands or DJs, ceremony musicians). Make appointments, go over portfolios, tapes and recordings.

11 months...

- Select your consultant and go over details
- Choose theme/decorations for your reception
- Select and book a caterer
- Reserve musicians/DJ for reception
- Determine music for ceremony
- Book photographer and videographer
make a list of special wedding photos
- Interview florists
- Select and reserve your ceremony venue
- Schedule a rehearsal time
- Choose reception venue and leave deposit
- Browse bridal shops and get ideas
- Choose wedding party members
- Decide who will preside over your ceremony
- Decide on honeymoon budget

10 months...

- Select and order your gown
- Get any permits needed for wedding or reception sites (parks or recreational areas)
- Talk to your attendant's about their duties

9 months...

- Register for wedding gifts
- Coordinate with vendors to incorporate your theme and ideas into your perfect wedding
- Meet with caterer and decide on food and liquor

8 months...

- Go to your first gown fitting
- Choose your bridesmaids dresses/accessories
- Select attire for ring bearer and/or flower girl
- Research wedding ring styles
- Select a florist; decide on a floral theme

7 months...

- Finalize wedding details with consultant
- Notify bridesmaids about dress fittings
- Discuss groomsmen attire
- Determine and finalize invitation, stationary, thank-you notes and table card designs
- Negotiate and book hotel rooms for guests

6 months...

- Finalize menu with caterer
- Select and order wedding rings
- Decide on honeymoon destination and make arrangements
- Purchase and mail Save The Date cards
- Shop for and purchase favors

5 months...

- Taste a variety of wedding cakes and select a baker: place cake order

- Secure reservations for rehearsal dinner and decide on menu

4 months...

- Choose style for addressing invitations and hire calligrapher if applicable
- Schedule your fittings and alterations
- Have groom and groomsmen choose and finalize tuxedo/accessory rentals
- Finalize all honeymoon reservations

3 months...

- Review and approve invitations and stationary orders
- Discuss bachelorette party plans
- Plan your bridesmaids' luncheon or dinner
- Make an appointment with stylist and/or hair dresser to go over your wedding hairstyle
- Go over your registry and update or add items

2 months...

- Secure a wedding day dressing room for your bridesmaids
- Mail wedding invitations
- Have groom's formal wear fitted
- Purchase gifts for your wedding party
- Arrange transportation for the wedding party from the ceremony to reception
- Purchase ceremony accessories (Unity candle, wine glasses and so on)

6 weeks...

- Send rehearsal dinner invitations
- Write thank-you notes as you receive gifts
- Confirm your music selections with musicians and/or DJ
- Purchase a gift for your spouse-to-be
- Shop for wedding favors
- Purchase honeymoon clothing, luggage and accessories

4 weeks...

- Confirm floral order and delivery times
- Meet with ushers and assign duties
- Discuss details with your ceremony officiant
- Create seating chart for the reception
- Have a dry run with a professional makeup artist and make wedding day appointment
- Schedule appointment for manicure/pedicure
- Finalize details with photographer/videographer
- Post all wedding announcements
- Arrange for table card setup at reception venue
- Schedule pickup/return of groom's formal wear

3 weeks...

- Go over final details with caterer
- Arrange for delivery and placement of flowers
- Call anyone who has not responded to his or her invitation
- Send escort cards and seating chart to calligrapher
- Set a timeline for the wedding day
- Have final dress fitting

1 week...

- Confirm last minute honeymoon details
- Start packing for your honeymoon
- Get traveler's checks and/or foreign currency
- Final head count to the caterer
- Touch base with wedding consultant to go over any last minute details
- Get cash for all wedding day payments and gratuities

Wedding day...

- Eat a good breakfast
- Attend hairstyle appointment
- Give yourself plenty of time to get ready
- Smile, relax, take a deep breath and enjoy your self, it's your day!

