

WEDDING
Felicitys Bridal
PLANNER

"When you realise you want to spend the rest of your life with somebody, you want the rest of your life to start as soon as possible."

WEDDING PLANNING TIMELINE

Wedding Date: _____

12 MONTHS BEFORE

- | | |
|---|--|
| <input type="checkbox"/> Set the date. | <input type="checkbox"/> Book your photographer and/or videographer. |
| <input type="checkbox"/> Set your budget. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Decide on a style/theme and colour scheme. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Start a planner to keep track of payments, deposits, deadlines, etc. | <input type="checkbox"/> _____ |

10 MONTHS BEFORE

- | | |
|--|--|
| <input type="checkbox"/> Create your guest list. | <input type="checkbox"/> Book your photographer and/or videographer. |
| <input type="checkbox"/> Book venues and caterers. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Book your band or DJ. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Book your officiant. | <input type="checkbox"/> _____ |

8 MONTHS BEFORE

- | | |
|--|---|
| <input type="checkbox"/> Choose your wedding stationery. | <input type="checkbox"/> Book accommodation for out-of-town guests. |
| <input type="checkbox"/> Order your save the dates. | <input type="checkbox"/> Create your register. |
| <input type="checkbox"/> Order your wedding dress. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ask your friends & family to join your wedding party. | <input type="checkbox"/> _____ |

WEDDING PLANNING TIMELINE

Wedding Date: _____

6 MONTHS BEFORE

- | | | | |
|--------------------------|---|--------------------------|-------|
| <input type="checkbox"/> | Send out save the date cards. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Plan your honeymoon. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Order your bridesmaid dresses. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Meet florist to plan bouquets, centrepieces, etc. | <input type="checkbox"/> | _____ |

4 MONTHS BEFORE

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Order your wedding invitations and reply cards. | <input type="checkbox"/> | Book your hair and makeup appointments in. |
| <input type="checkbox"/> | Order the cake. | <input type="checkbox"/> | Ask your MC and those giving speeches. |
| <input type="checkbox"/> | Order the groom's attire. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Plan a rehearsal dinner. | <input type="checkbox"/> | _____ |

2 MONTHS BEFORE

- | | | | |
|--------------------------|--|--------------------------|-------|
| <input type="checkbox"/> | Send out invitations and make a system for recording rsvp's. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Start your wedding dress fittings. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Arrange necessary transport. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Purchase rings. | <input type="checkbox"/> | _____ |

WEDDING PLANNING TIMELINE

Wedding Date: _____

4 WEEKS BEFORE

- | | | | |
|--------------------------|---|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Get your marriage license. | <input type="checkbox"/> | Decide on and order wedding favours. |
| <input type="checkbox"/> | Meet with your photographer and/or videographer. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Make your seating plan and decide how you will display it. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Order your day of stationery (menus, programs, favour tags, table numbers). | <input type="checkbox"/> | _____ |

2 WEEKS BEFORE

- | | | | |
|--------------------------|---|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Give a shot list to the photographer. | <input type="checkbox"/> | Send schedules to your wedding party. |
| <input type="checkbox"/> | Final wedding dress fitting. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Finalise wedding vows and readings with your officiant. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Assemble wedding favours. | <input type="checkbox"/> | _____ |

1 WEEK BEFORE

- | | | | |
|--------------------------|---|--------------------------|-------|
| <input type="checkbox"/> | Send out final payments. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Confirm times/final guest count with caterers. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Make a back up plan with the venue in case weather is an issue. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Pick up wedding dress and tuxedo. | <input type="checkbox"/> | _____ |

WEDDING PLANNING TIMELINE

Wedding Date: _____

1 DAY BEFORE

- | | | | |
|--------------------------|----------------------------------|--------------------------|-------|
| <input type="checkbox"/> | Manicure and pedicure. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Attend the rehearsal dinner. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Give gifts to the wedding party. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Get a good night's sleep. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |

The Big Day!

- | | | | |
|--------------------------|-----------------------------------|--------------------------|-------|
| <input type="checkbox"/> | Hair and makeup. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Dress to impress. | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Get married! | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Make the rounds - greet everyone! | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | Enjoy & have fun! | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |

WEDDING GUEST LIST

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

Relation	Guest Name / Bride or Groom	Invited (Y/N)	Plus 1 (Y/N)	# of Invites

GUEST SEATING GUIDE

1. Decide on your type of seating.

Most events that include a sit-down dinner should at least have assigned tables to ensure good flow and distribution. If your menu includes meal choices, assigned seating at the table itself is recommended so the staff knows where to take each meal. No Assigned Seating is ideal for casual events, or those with a focus on cocktails and hors d'oeuvres service, rather than a sit down meal.

Assigned Tables | Assigned Tables & Seats | No Assigned Seating
(HIGHLIGHT SEATING PLAN)

2. Determining your table count, size & shape.

Once you have a rough guest count and a venue, you should have an idea about what your options for tables are. Some venues may have a choice, while other may have a fixed size and shape. Use the size reference chart below to estimate how many table you will need and confirm with your venue.

Round Tables

42" to 48" : Fits Approx 4.

48" to 60" : Fits Approx 6.

60" to 72" : Fits Approx 8.

72" or More : Fits Approx 10.

Rectangle Tables

4' (Single Seated Width): Fits Approx 4.

5' (Single Seated Width): Fits Approx 6.

6' (Single Seated Width): Fits Approx 6.

7' (Single Seated Width): Fits Approx 8.

7' (Wider Double Seated Width): Fits Approx 10.

8' (Single Seated Width): Fits Approx 8.

8' (Wider Double Seated Width): Fits Approx 10.

9' (Single Seated Width): Fits Approx 10.

9' (Wider Double Seated Width): Fits Approx 12.

10' (Single Seated Width): Fits Approx 10.

10' (Wider Double Seated Width): Fits Approx 12.

GUEST SEATING GUIDE

3. Draw your seating chart.

Once you know you how many tables you need for you guest count and the layout at your venue, you can start drawing your seating chart. Poster paper and colour coded post-it notes are a great way to do it the hands-on way, but you can also find chart-makers online.

Note: *When drawing your seating chart, be sure to have at least 60" between each table for service staff to fit and for guests to easily move around.*

SEATING TIPS

- 1) Categorise guests into groups before you start such as how you know them (For example: college friends, friends of the family, work people, etc) This will help guide your seating.
- 2) Arrange tables so that everyone is sitting with a least one person they know.
- 3) Avoid having a singles table. This usually make people feel awkward.
- 4) If there are any conflicts amongst your guests, be sure to make a note for yourself and seat accordingly.
- 5) Give VIP guests such as close family and friends the best views and easy access to the head table.
- 6) Any guests in wheelchairs should be seated close to an exit or along the dance floor, so they'll have plenty of space to manoeuvre out as needed.
- 7) Get your parents to help you seat family members who they may know better.
- 8) Seat younger guests and those more likely to dance closest to the band.

4. Directing guests to their seats.

Escort Cards include a name and a table number to direct guests to their table.

Place Cards at each table setting are used for assigned seating at the tables themselves.

Seating Chart/Board is an alternative to using escort cards.

GUEST SEATING GUIDE

5. Table numbers.

When choosing how to display your table numbers, make sure they are large enough for all to see, as well as easy to see from various angles so that guests can find their seat easily.

USE THIS SPACE TO PLAN & MAKE NOTE OF WHAT YOUR NEED.



THE RECEPTION SEATING CHART

Find your Seat

LET'S GET THE PARTY STARTED...

TABLE # 1

TABLE # 2

TABLE # 3

TABLE # 4

TABLE # 5

TABLE # 6



WEDDING ORDERS LOG

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

Item/s	Order By	Need By	Vendor	Ordered	Recieved

WEDDING PHOTOGRAPHY CHECKLIST

GETTING READY

- Bridal party hair and makeup.
- Dress hanging.
- Bouquets.
- Shoes.
- Dress zipping.
- The rings.
- Invitations.
- Groomsmen getting ready.

CEREMONY

- Location shots pre guest arrivals.
- Groom walking down the aisle.
- Groom standing with groomsmen.
- Ring bearer walking up aisle.
- Flower girl walking up aisle.
- Bridal party walking up aisle.
- Bride walking up aisle with escort/s.
- Bride and groom at alter.
- Bride and vows.
- Exchanging of the rings.
- Guests watching.
- The first kiss.
- Couple walking down the aisle.
- Receiving line.

GROUP SHOTS

- Bride and groom.
- Bride with parents.
- Groom with parents.
- Bride and groom with parents.
- Bride and groom with parents/siblings.
- Bride with bridal party.
- Groom with groomsmen.
- Full wedding party.
- Bride with groomsmen.
- Groom with bridal party.
- Flower girl and ring bearer.

RECEPTION

- Details before guest arrivals.
- Full tablescapes.
- Bride and groom chairs.
- Cake.
- Guestbook table.
- Speeches.
- Couple reacting to speeches.
- Cake cutting.
- First dance.
- Father daughter dance.
- Wedding party dance.
- Candid shots throughout the party.

WEDDING RECEPTION DETAILS

CONTACTS

NAME

PHONE #

Venue Contact

Photographer

Videographer

MC

TIMING

FROM

TO

Cocktails

Speeches & Dinner

Cake Cutting

Dancing / Party

SPEECHES / READINGS

WHO

APPROX LENGTH

Introductions

Toast to the Bride

Toast to the Groom

Welcome to the Family (Bride)

Welcome to the Family (Groom)

Thank You

Other:

DANCING

SONG

TIME

First Dance

Father & Daughter

Wedding Party

WEDDING RECEPTION DETAILS

ITEMS REQUIRED	DETAILS
	Seating chart.
	Guest books & pens.
	Card & gift tables.
	Wedding cake.
	Centrepieces & table decor.
	Menus.
	Place cards.
	Wedding favours.
	Caterer and food.
	Bar arrangements.
	Table wine.
	Sound system / music.
	Programs.
	Decorations.
	Lighting.
	Slide show / video setup.
	Written speeches.
	Photo booth & props.
	Tossing bouquet.
	Wedding Garter.

WEDDING CEREMONY DETAILS

ITEMS REQUIRED

DETAILS

	Marriage License / Certificate
	Rings
	Guest Book & Pens
	Tradition Requirements
	Written Vows
	Seating
	Bouquets & Boutonnieres
	Flower Girl Petals
	Signs
	Programs
	Confetti / Favours
	Decorations
	Lighting
	Sound System / Music Requirements

MUSIC LIST

	Guest Arrival Ambience
	Bridal Party Entrance
	Bride Walking Down Aisle
	Exit

WEDDING SKETCHES