



# Wedding Gown



Bridal Attire / Gown

Style \_\_\_\_\_

Dress size \_\_\_\_\_ Color \_\_\_\_\_

Headpiece/veil \_\_\_\_\_

Store \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Consultant's name \_\_\_\_\_

Refund policy \_\_\_\_\_

Fitting dates \_\_\_\_\_ Final pick-up date \_\_\_\_\_

Deposit amount \$ \_\_\_\_\_ Balance due \$ \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Shoes

Color \_\_\_\_\_ Size \_\_\_\_\_

Store \_\_\_\_\_ Expected arrival \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Gloves

Color \_\_\_\_\_ Size \_\_\_\_\_

Store \_\_\_\_\_ Expected arrival \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Jewelry

Necklace \_\_\_\_\_ Earrings \_\_\_\_\_

Hair accessories \_\_\_\_\_ Other \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Lingerie

Slip \_\_\_\_\_ Hosiery \_\_\_\_\_

Bra/bustier \_\_\_\_\_ Garter \_\_\_\_\_

Total cost \$ \_\_\_\_\_



# Bridal Party



## Maid of Honor

Name \_\_\_\_\_

Style of dress \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ Shoes \_\_\_\_\_

Date of fitting \_\_\_\_\_ Notes \_\_\_\_\_

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## Bridesmaids

Name \_\_\_\_\_

Style of dress \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ Shoes \_\_\_\_\_

Date of fitting \_\_\_\_\_ Notes \_\_\_\_\_

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Name \_\_\_\_\_

Style of dress \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ Shoes \_\_\_\_\_

Date of fitting \_\_\_\_\_ Notes \_\_\_\_\_

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Name \_\_\_\_\_

Style of dress \_\_\_\_\_ Color \_\_\_\_\_

Size \_\_\_\_\_ Shoes \_\_\_\_\_

Date of fitting \_\_\_\_\_ Notes \_\_\_\_\_

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The florist will need to know: • Location of wedding and reception • Color of dresses  
• Number of bouquets and boutonnieres • Number of table arrangements

Church

Required \_\_\_\_\_

Deliver to \_\_\_\_\_ Time \_\_\_\_\_

Bride

Required \_\_\_\_\_

Deliver to \_\_\_\_\_ Time \_\_\_\_\_

Bride's Attendants

Required \_\_\_\_\_

Deliver to \_\_\_\_\_ Time \_\_\_\_\_

Groom and Attendants

Required \_\_\_\_\_

Deliver to \_\_\_\_\_ Time \_\_\_\_\_

Family (Parents, Grandparents, Godparents, etc.)

Required \_\_\_\_\_

Deliver to \_\_\_\_\_ Time \_\_\_\_\_

Reception

Required \_\_\_\_\_

Deliver to \_\_\_\_\_ Time \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_



# Invitations



Printer \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Quote \_\_\_\_\_

Date ordered \_\_\_\_\_ Pickup date \_\_\_\_\_

Type style \_\_\_\_\_ Ink color(s) \_\_\_\_\_

Paper/Stock \_\_\_\_\_ Color \_\_\_\_\_

	Quantity	Price
<input type="checkbox"/> Invitations/envelopes	_____	_____
<input type="checkbox"/> Responses/envelopes	_____	_____
<input type="checkbox"/> Thank-you notes	_____	_____
<input type="checkbox"/> Wedding programs	_____	_____
<input type="checkbox"/> Personal stationery	_____	_____
<input type="checkbox"/> Other	_____	_____



# Groom & Groomsmen



Groom

Tux style \_\_\_\_\_

Store \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Fitting date \_\_\_\_\_ Final pickup date \_\_\_\_\_

Total cost \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Balance due \$ \_\_\_\_\_

Best Man

Tux style \_\_\_\_\_

Store \_\_\_\_\_

Fitting date \_\_\_\_\_

Final pickup date \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Father of the groom

Tux style \_\_\_\_\_

Store \_\_\_\_\_

Fitting date \_\_\_\_\_

Final pickup date \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Usher

Tux style \_\_\_\_\_

Store \_\_\_\_\_

Fitting date \_\_\_\_\_

Final pickup date \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Father of the bride

Tux style \_\_\_\_\_

Store \_\_\_\_\_

Fitting date \_\_\_\_\_

Final pickup date \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Usher

Tux style \_\_\_\_\_

Store \_\_\_\_\_

Fitting date \_\_\_\_\_

Final pickup date \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Ring bearer

Tux style \_\_\_\_\_

Store \_\_\_\_\_

Fitting date \_\_\_\_\_

Final pickup date \_\_\_\_\_

Total cost \$ \_\_\_\_\_



# Reception



## Option 1

Site \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

No. of guests \_\_\_\_\_

No. of tables \_\_\_\_\_ Chairs per table \_\_\_\_\_

Music

Space for band/DJ/Dancing? Yes \_\_\_\_\_ No \_\_\_\_\_

Music begins \_\_\_\_\_

Ends \_\_\_\_\_

Deliveries (flowers, equipment, etc.)

When \_\_\_\_\_

Where \_\_\_\_\_

Bar

Liquor provided by facility? Yes \_\_\_\_\_ No \_\_\_\_\_

No. of bartenders \_\_\_\_\_

Hours \_\_\_\_\_

Food serving times

Hors d'oeuvres \_\_\_\_\_

Dinner \_\_\_\_\_

No. of servers \_\_\_\_\_

Parking

Valet? Yes \_\_\_\_\_ No \_\_\_\_\_ Self? Yes \_\_\_\_\_ No \_\_\_\_\_

Cost

Per person \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Option 2

Site \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

No. of guests \_\_\_\_\_

No. of tables \_\_\_\_\_ Chairs per table \_\_\_\_\_

Music

Space for band/DJ/Dancing? Yes \_\_\_\_\_ No \_\_\_\_\_

Music begins \_\_\_\_\_

Ends \_\_\_\_\_

Deliveries (flowers, equipment, etc.)

When \_\_\_\_\_

Where \_\_\_\_\_

Bar

Liquor provided by facility? Yes \_\_\_\_\_ No \_\_\_\_\_

No. of bartenders \_\_\_\_\_

Hours \_\_\_\_\_

Food serving times

Hors d'oeuvres \_\_\_\_\_

Dinner \_\_\_\_\_

No. of servers \_\_\_\_\_

Parking

Valet? Yes \_\_\_\_\_ No \_\_\_\_\_ Self? Yes \_\_\_\_\_ No \_\_\_\_\_

Cost

Per person \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# Catering



## Questions to ask the caterer

What type of food do you recommend for my budget and number of guests?

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What type of service would be best. Sit-down or buffet?

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Discuss menu selections

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Do you provide linens? Is there an additional fee? A large color selection?

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Do you supply glasses, plates and silverware? Is there an additional charge?

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Do you handle all rental equipment, such as tables, chairs and serving pieces? \_\_\_\_\_

Would it cost less if I handle the rentals myself? \_\_\_\_\_

How much time will you need to set up? \_\_\_\_\_

Can we go over table locations and seating ahead of time? \_\_\_\_\_

Do you handle cleanup and rental returns? \_\_\_\_\_

Will you personally handle and attend my reception? \_\_\_\_\_

If not, what is the name of the person who will? \_\_\_\_\_

Do you make arrangements for flowers, decorations and music? \_\_\_\_\_

Do you provide the wedding cake and/or groom's cake? \_\_\_\_\_ If no, is there a cutting fee? \_\_\_\_\_

Do you charge extra to pour coffee? \_\_\_\_\_

Do you provide the liquor? \_\_\_\_\_ What is the cost per drink? \_\_\_\_\_

Is it cheaper if we provide our own liquor? \_\_\_\_\_

Do you charge a corkage fee per bottle if we provide our own wine and champagne? \_\_\_\_\_

Do you require a guaranteed number of guests? \_\_\_\_\_

What is the date for the final count? \_\_\_\_\_ Do you have a contract? \_\_\_\_\_

When will you provide the final per-person cost? \_\_\_\_\_

What is the payment policy? \_\_\_\_\_

What is the deposit to hold the date? \_\_\_\_\_ What is your refund or cancellation policy? \_\_\_\_\_

Are gratuities figured in the total price? What percent? \_\_\_\_\_

Do you provide food for the photographer, videographer or musicians? \_\_\_\_\_


Will you pack a to-go snack for the bride and groom? \_\_\_\_\_

Will you pack the top tier of the wedding cake? \_\_\_\_\_

Cost per person \$ \_\_\_\_\_



# Photography



Name of photographer \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Studio phone \_\_\_\_\_

Arrival time & place \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_

Date due \_\_\_\_\_

- Guests throwing rice
- Bride and groom in transportation
- Signing wedding certificate
- Bride & groom's hands with rings

Pre-ceremony

- Portraits
- Bride
- Bride & groom
- Groom with best man
- Groom with groomsmen
- Bride with maid of honor
- Bride with bridesmaids
- Ring bearer and flower girl
- Wedding party
- Bride with parents
- Groom with parents
- Bride & groom with bride's parents
- Bride & groom with groom's parents
- Bride & groom with bride's family
- Bride & groom with groom's family
- Bride & groom with both sets of parents

The reception

- Best man giving toast
- Maid of honor giving toast
- Parents giving toast
- Bride and groom listening to toasts
- Guests throwing rice
- Bride and groom's first dance
- Bride dancing with her father
- Groom dancing with his mother
- The cake
- Bride and groom cutting cake
- The bouquet toss
- Taking off the garter
- Throwing the garter
- Bride and groom leaving the reception

Special requests

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The ceremony

- Groom walking down the aisle
- Groom and wedding party awaiting bride
- Bride walking down aisle
- Wedding kiss
- Bride and groom walking down aisle





# Music



Music sets the mood for your wedding ceremony and reception. If your ceremony will be held in a church, check with your officiant about any restrictions on the type of music that may be used.

If your ceremony and reception will be held at the same location, you may want to investigate using the same musicians for both. Whether you choose the church's musicians, a band or a DJ, make sure you will be able to achieve the right mood for both your ceremony and the reception.

Organist \_\_\_\_\_

Soloist \_\_\_\_\_

Choir \_\_\_\_\_

Instrumentalist \_\_\_\_\_

Prelude (titles) \_\_\_\_\_

Processional \_\_\_\_\_

Recessional \_\_\_\_\_

Postlude \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_

Band/DJ \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

No. of musicians \_\_\_\_\_ No. of breaks \_\_\_\_\_

Time of arrival \_\_\_\_\_ Hours of play \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_

First dance request \_\_\_\_\_

Second dance request \_\_\_\_\_

Third dance request \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_



# Wedding Day

## Contact list

	Contact name	Number	Arrival time
Bride	_____	_____	_____
Groom	_____	_____	_____
Bride's parent	_____	_____	_____
Groom's parent	_____	_____	_____
Maid of honor	_____	_____	_____
Best man	_____	_____	_____
Bridesmaids	_____	_____	_____
Groomsmen	_____	_____	_____
Ushers	_____	_____	_____
Officiant(s)	_____	_____	_____
Florist	_____	_____	_____
Photographer	_____	_____	_____
Videographer	_____	_____	_____
Formalwear shop	_____	_____	_____
Bridal shop	_____	_____	_____
Hair & makeup	_____	_____	_____
Reception hall	_____	_____	_____
Rentals	_____	_____	_____
Caterer	_____	_____	_____
Baker	_____	_____	_____
Car service/limo	_____	_____	_____
Ceremony location	_____	_____	_____
Ceremony musicians	_____	_____	_____
Reception musicians	_____	_____	_____

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# Wedding Budget



	Approximate cost	Actual cost
Rehearsal dinner	\$ _____	\$ _____
Bride's dress	\$ _____	\$ _____
Veil & headpiece	\$ _____	\$ _____
Shoes and hosiery	\$ _____	\$ _____
Foundation garments	\$ _____	\$ _____
Tuxedo	\$ _____	\$ _____
Invitations	\$ _____	\$ _____
Announcements	\$ _____	\$ _____
Thank-you cards	\$ _____	\$ _____
Reception napkins	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Flowers and candles	\$ _____	\$ _____
Ceremony site	\$ _____	\$ _____
Reception food	\$ _____	\$ _____
Reception drink	\$ _____	\$ _____
Wedding cake	\$ _____	\$ _____
Table decorations	\$ _____	\$ _____
Buffet decorations	\$ _____	\$ _____
Wedding soloist	\$ _____	\$ _____
Organist	\$ _____	\$ _____
Reception music	\$ _____	\$ _____
Photographer	\$ _____	\$ _____
Reprints	\$ _____	\$ _____
Videographer	\$ _____	\$ _____



# Wedding Budget



	Approximate cost	Actual cost
Copies of video	\$ _____	\$ _____
Bridal consultant	\$ _____	\$ _____
Marriage license	\$ _____	\$ _____
Officiant	\$ _____	\$ _____
Bridesmaids' gifts	\$ _____	\$ _____
Groomsmen's gifts	\$ _____	\$ _____
Engagement photos	\$ _____	\$ _____
Engagement rings	\$ _____	\$ _____
Wedding rings	\$ _____	\$ _____
Wedding transportation	\$ _____	\$ _____
Honeymoon	\$ _____	\$ _____

Notes \_\_\_\_\_

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