



STEP 1

- A.)** Announce your engagement.
- B.)** Discuss with both parents the type of wedding & then discuss with your fiancé what you want & don't want.
- C.)** Hire a Bridal Consultant at this stage if you are using one.
- D.)** Decide on the Ceremony date: _____/_____/_____ (day/month/year)
- E.)** Plan the Wedding Budget:

	Budgeted Amount	Actual Cost	Deposit Paid	Amount Due
Food/Drinks (Caterer)				
Wedding Cake				
Location Rental				
Decorations (Balloons...)				
Service Fee (Waitress, Staff, Bartenders, Valet)				
Rentals (Tables, Chairs...)				
Bridal Dress				
Bridal Accessories				
Groom's Tuxedo				
Bridesmaid Dresses				
Groomsmen Tuxedos				
Alteration Changes				
Children's Attire				
Jewellery (other than wedding rings)				
Shoes				
Garter				
Headpiece Veil				
Other				



	Budgeted Amount	Actual Cost	Deposit Paid	Amount Due
Photographer				
Videographer				
Duplication				
Albums				
Other				
DJ's				
Ceremony Musician/Band				
Ceremony Sound Operator				
Reception Musician/Band				
Other				
Marriage License				
Taxes				
Tips				
Other				
Bouquets				
Boutonnieres				
Mother's Corsages				
Father's Boutonnieres				
Ceremony Flowers				
Reception Flowers				
Going Away Corsage				



	Budgeted Amount	Actual Cost	Deposit Paid	Amount Due
Wedding Announcements				
Wedding Invitations				
Response Cards				
Thank-You Cards				
Personal Stationery				
Ceremony Programs				
Wedding Scrolls				
Maps				
Reception Napkins/Matches				
Other				
Engagement Ring				
Bride's Ring				
Groom's Ring				
Other				
Limousine to Cerem. / Recep.				
Guest Transport (Vans, Buses...)				
Limousine for Attendants				
Limousine After Reception				
Wedding Favors				
For Bridesmaids				
For Groomsmen				
For Parents				
For Each Other				
Other				



	Budgeted Amount	Actual Cost	Deposit Paid	Amount Due
Location Rental				
Officiant Fee				
Other				
Bridesmaid Luncheon				
Bachelor Party				
Bachelorette Party				
Bridal Shower				
Wedding Breakfast				
Rehearsal Dinner				
Other				
GRAND TOTAL				
	Budgeted Amount	Actual Cost	Deposit Paid	Amount Due
	\$	\$	\$	\$

F.) Choose & Book the Wedding Ceremony & Reception Locations:

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CEREMONY LOCATION: Name: _____

Street Address: _____ City: _____ Province: _____

Wedding Date: _____/_____/_____ (day/month/year) Time: _____

RECEPTION LOCATION: Name: _____

Street Address: _____ City: _____ Province: _____

Wedding Date: _____/_____/_____ (day/month/year) Time: _____

G.) Meet with Officiant or Clergy (If it is with the church) :

Officiant Name: _____ Telephone #: _____

H.) Select Members for the Bridal Party and decide who will attend the Wedding. (Pre-Headcount):

DESCRIPTION	BRIDE	GROOM
Name of Bride/Groom		
Parents	1.)	1.)
	2.)	2.)
	3.)	3.)
	4.)	4.)



STEP 2

A.) Order Wedding Rings:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

B.) Order Bridal Dress:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

C.) Decide the Wedding Color Scheme & Order Bridesmaid Dresses & Mothers Dresses:

Color(s): _____
COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

D.) Order Grooms & Groomsmen & Fathers Tuxedo's:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

E.) Hire Photographer:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

F.) Hire Videographer:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

G.) Order Invitations & Stationery:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____
COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

H.) Hire Florists:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

I.) Order: Memory Cake Guest Book Champagne Glasses Garters _____ _____

J.) Hire Travel Agent for Honeymoon & Book Trip:

Date: _____/_____/_____ (day/month/year) Hotel: _____
Flight/Bus #: _____ Departure time: _____



K.) Hire DJ or Musician:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

L.) Hire Caterer & make a Menu Plan for the Reception:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

M.) Hire Wedding Transportation:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

N.) Register at Bridal Gift Registry: www.saskweddings.com

O.) Order a Wedding Cake:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

P.) Order Decorations for the Ceremony:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

Q.) Order Accessories, Shoes, Undergarments; for the First Fitting :

First Fitting Date: _____/_____/_____ (day/month/year)
Fitting Date of the Bridal Party (Bridesmaids/Groomsmen): _____/_____/_____ (day/month/year)

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

R.) Order Wedding Favors or make your own:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____



S.) Hire Hairstylist:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

T.) Hire Makeup Artist:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

U.) Book Hotel for the Wedding night (if applicable):

Check In Time: _____ Check Out Time: _____
HOTEL NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

V.) Order Insurance for Rings as needed:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

W.) Buy thank-you gifts for the Wedding Party:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

X.) Buy Fiancé gift:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

Y.) Buy Travelers Cheques:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____
COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____

Z.) Pay ALL BALANCES DUE at this time:

COMPANY NAME: _____ Contact Person: _____
Street Address: _____ City: _____ Province: _____
Tel #: _____ Fax: #: _____ E-mail: _____



STEP 3

- A.) Have all of the Key Players tasks organized before Wedding.**
- B.) Pre-Write Thank you notes for any received gifts.**
- C.) Organize the Receiving Line, Timeline, & the Day's Agenda.**
- D.) Finalize the Seating plan.**
- E.) Attend Pre-Marriage courses (If Applicable).**
- F.) Attend Legal Matters – Name Change, etc (If Applicable).**
- G.) Mail Wedding Invitations.**
- H.) Post Announcements in Newspaper.**
- I.) Make Honeymoon Reservations.**
- J.) Gather all Travel Documents (Passports, Visa's, etc.) & Immunization for Honeymoon.**
- K.) Attend Last Minute details with: Music, Photographer, Videographer, Caterer, Florist, Rentals, & Reception Site.**
- L.) Write your vows.**
- M.) Plan & do a Rehearsal Dinner.**
- N.) Pick Up Tuxedos and Dresses.**
- O.) Pack your Personal Items & Clothes for the next day.**
- P.) Complete Packing for the Honeymoon.**
- Q.) Relax and go to a spa to de-stress your mind & body.**
- R.) Enjoy your Wedding Day!**

Please Visit:

**<http://www.saskweddings.com/weddingsresources.htm>
for all of the official sites and processes to follow.**