



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:

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

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.) |



| DESCRIPTION | BRIDE | GROOM | |
|------------------------------|-------|-------|--|
| Maid of Honor/Best Man | | | |
| Bridesmaids/Groomsmen | 1.) | 1.) | |
| | 2.) | 2.) | |
| | 3.) | 3.) | |
| | 4.) | 4.) | |
| | 5.) | 5.) | |
| | 6.) | 6.) | |
| | 7.) | 7.) | |
| | 8.) | 8.) | |
| Junior Bridesmaids/Groomsmen | 1.) | 1.) | |
| | 2.) | 2.) | |
| | 3.) | 3.) | |
| | 4.) | 4.) | |
| Flower Girls/Ring Bearers | 1.) | 1.) | |
| | 2.) | 2.) | |
| | 3.) | 3.) | |
| | 4.) | 4.) | |
| Officiants | 1.) | | |
| | 2.) | | |
| Reader 1 | 1.) | 1.) | |
| Reader 1 | 2.) | 2.) | |
| Vocalist | | | |
| Organist/Pianist | | | |
| Guest Book Attendant | | | |
| Runner Attendant(s) | 1.) | 1.) | |
| | 2.) | 2.) | |
| | 3.) | 3.) | |
| | 4.) | 4.) | |
| Wedding Coordinator | | | |
| GUEST LIST | | | |
| BRIDE | | GROOM | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



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>

for useful links, wedding publications, and save money with our recommended vendor coupons.