



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



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



	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				
<b>GRAND TOTAL</b>				
	<b>Budgeted Amount</b>	<b>Actual Cost</b>	<b>Deposit Paid</b>	<b>Amount Due</b>
	\$	\$	\$	\$

**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			
<b>GUEST LIST</b>			
<b>BRIDE</b>		<b>GROOM</b>	





## 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](http://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.**