

# PLANNING COMPANION

by WedPlan

happy planning 

# CHECKLIST

## NOTES

### AFTER ENGAGEMENT

- Share Your Engagement
- Insure Engagement Ring
- Determine Budget and Who is Contributing
- Make a Guest List with Mailing Addresses
- Hire a Wedding Planner
- Consider Your Preferred Wedding Date
- Create an Organizing System
- Hire Travel Agent for a Destination Wedding
- Decide Formality and Overall Style
- Select the Venue(s)
- Choose Color Palette and Start Thinking of Overall Design
- Book Photographer
- Schedule Engagement Photos
- Hire Ceremony Music
- Hire Reception Music
- Book Entertainment (Photobooth, etc.)
- Choose Videographer
- Select the Caterer
- Decide Bar Service
- Shop for and Order Wedding Dress
- Buy Wedding Insurance
- Select Your Wedding Party, Ushers, Readers, Candle Lighters, and Special Attendants

### 12 MONTHS

- Purchase Undergarments, Shoes, and Accessories
- Book Hair and Makeup Artists
- Hire Florist
- Hire Officiant and Schedule Your Premarital Counseling
- Determine Skincare Routine
- Reserve Wedding Night Suite
- Book Hotel-Room Blocks for Guests
- Book Transportation for Guests
- Book the Newlyweds' Transportation
- Consult with Stationer
- Create Wedding Website
- Initial Inquiry & Price Request for Rentals

## NOTES

### 9 MONTHS

- Send Save-the-Dates
- Apply for Passports if Traveling Abroad
- Seek Out Baker
- Select Wedding Party Dresses and Accessories
- Select Mother Dresses and Accessories
- Book the Honeymoon

### 6 MONTHS

- Book Rehearsal Dinner Venue
- Book Alterations Specialist
- Buy or Rent Suits or Tuxedos
- Invitation Consultation with Stationer
- Invest in Dance Lessons
- Food Tasting with Caterer
- Sampling with Bar Service
- Create Wedding Registry
- Choose Your Cake and Desserts
- Discuss Vision for Ceremony with Officiant
- Schedule Design Meeting with Rental Vendor and Order Rentals
- Seek out a pet escort, if you have your pet involved in your wedding, and start thinking about pet care during your honeymoon.

### 3 MONTHS

- Photographer Consultation to Plan Timeline
- Videographer Consultation to Plan Timeline
- Connect Photographer and Videographer
- Order Invitations
- First Dress Fitting
- Dress Alterations for Wedding Party
- Send Measurement Reminder for Suits/Tuxes
- Venue Planning Consult
- Brainstorm Guest Favors and Gift Bags
- Select Readings
- Meet With Officiant and Invite Them to Rehearsal Dinner
- Plan Showers and any Bach Celebrations

## NOTES

### 2 MONTHS

- Mail Wedding Invitations  
(RSVPs Due 1 Month Before Wedding)
- Send Out Rehearsal Dinner Invitations  
(Can Be Included With Wedding Invitations)
- Buy Wedding Bands and Begin Design  
if Custom Rings are Ordered
- Appointment for Marriage License
- Write Your Vows
- Check in with Officiant
- Choose Future Spouse Gift
- Buy Wedding Party Gifts
- Floral Consult
- Finalize Timeline, Announcements,  
and Music Selections
- Hair and Makeup Trials
- Confirm Suit or Tux Order
- Monitor Hotel Block Weekly to  
Ensure Room Availability
- Verify Cake Details
- Verify Caterer Order
- Order Programs, Escort Cards,  
Place Cards, Favors, and Signage

### 1 MONTH

- Pick up Rings
- Final Dress Fitting and Pickup,  
Learn How to Bustle if Needed
- Create a Seating Chart
- Final Venue Walk-Through
- Break In Your Wedding Shoes
- Solidify Ceremony Site Plan
- Finalize Rehearsal Dinner Plan
- Confirm Rental List
- Send Thank-You Notes for Shower  
and Early Wedding Gifts

## 1 MONTH CONTINUED

- Send Timeline and Locations to Transportation Vendor
- Confirm Final Guest Count with Venue, Caterer, and Baker
- Plan Wedding Day Survival Kit
- Review All Details. Walk Through the Entire Event to Ensure All Details are Planned (Travel to and from Locations, Pre-Event Food and Beverage, Parking, etc.)

## FINAL WEEK

- Provide Wedding Party and Close Family with Day-of Timeline
- Assemble Gift Bags
- Place Cash in Tip Envelopes for Your Planner/Delegate to Distribute
- Have Your Ring Professionally Cleaned
- Refresh Your Hair Cut or Color along with Waxing, Eyebrows, and Eyelash Extensions
- Final Beard and Mustache Trims
- Schedule a Manicure and Pedicure
- Have a Couple's Massage
- Final Formalwear Fitting and Pickup
- Organize Outfits and Accessories
- Pack Your Passport, Travel Documents, and Bags for the Honeymoon
- Confirm Travel Arrangements
- Practice Your Vows Aloud
- Write Your Partner a Note
- Drop Off Guest Welcome Bags for Hotel to Distribute
- Box Wedding Day Details for Photographer's Flatlay Photos (Jewelry, Rings + Shoes, Perfume, Invitation, Save-the-Date, Special Mementos)

## NOTES

### THE DAY BEFORE

- Eat Healthy Meals
- Pack a Clutch or Small Bag of Personal Items
- Drink Water
- Attend Rehearsal and Rehearsal Dinner
- Give Gifts to Wedding Party
- Organize Vendor Payments and  
Cash Tips for Planner to Hand Out
- Put Boxes, Suitcases, Bags, and  
Survival Kits in the Car
- Get a Good Night's Sleep

### THE WEDDING DAY

- Eat Breakfast
- Drink Plenty of Water
- Take Dress and Veil out of Bag Early on and  
Have Someone Steam Them if Needed
- Verify Rings are Present
- Confirm Officiant has Marriage License
- Exchange Notes with Your Partner
- Say Thank You to Everyone Around You
- Get Married!

### AFTER THE WEDDING

- Return Rented Formalwear
- Return Rental Items
- Obtain Marriage Certificate  
from Register of Deeds
- Work on Name Changes
- Send Thank-You Notes in a Timely  
Manner to Wedding Guests
- Write Reviews, Send Thank-You Notes  
and Final Gratuities to Vendors
- Submit Your Wedding to WedPlan!

# ENGAGEMENT

OUR ENGAGEMENT DATE \_\_\_\_\_

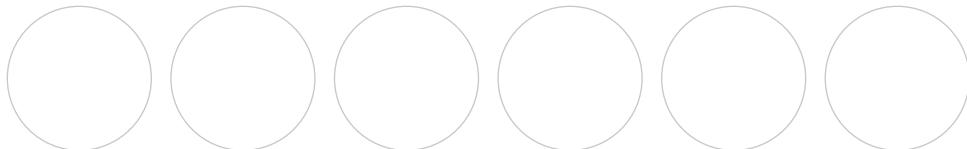
OUR ENGAGEMENT STORY

ABOUT THE RING

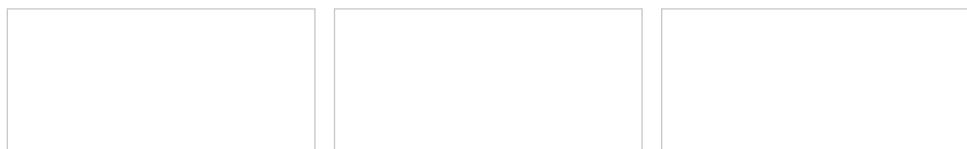
FAVORITE MOMENT

# MOODBOARD

COLORS



PATTERNS & TEXTURES



DESCRIBE YOUR STYLE, VIBE, OR THEME

INSPIRING TRENDS

DESCRIBE YOUR WEDDING IN 3-5 WORDS

# PRIORITIES

WEDDING DATE \_\_\_\_\_

MY CUSTOMS & TRADITIONS

MY PARTNER'S CUSTOMS & TRADITIONS

MOST IMPORTANT WEDDING MUST-HAVES

Rank the categories below from most important to least. This knowledge will help you and your partner determine your budget and priorities.

YOU

- Wedding Planner
- Photography
- Videography
- Venue & Atmosphere
- Food & Drink
- Flowers & Décor
- Entertainment
- Attire
- Stationery & Signage
- Specialty Rentals
- Transportation

YOUR PARTNER

- Wedding Planner
- Photography
- Videography
- Venue & Atmosphere
- Food & Drink
- Flowers & Décor
- Entertainment
- Attire
- Stationery & Signage
- Specialty Rentals
- Transportation

# IMPORTANT PERSONAL CONTACTS

Name | Role | Phone | Email | Tasks

NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:

NAME:	NAME:
NAME:	NAME:
NAME:	NAME:
NAME:	NAME:

# BUDGET

ESTIMATE

ACTUAL

<u>Wedding Planner</u>		
<u>Ceremony Venue</u>		
<u>Officiant Fee/Donation</u>		
<u>Marriage License</u>		
<u>Reception Venue</u>		
<u>Rehearsal Dinner Venue</u>		
<u>Rehearsal Dinner</u>		
<u>Photographer</u>		
<u>Videographer</u>		
<u>Catering</u>		
<u>Morning Brunch</u>		
<u>Beverages and Bartenders</u>		
<u>Cake, Desserts, and Cutting Fee</u>		
<u>Rings</u>		
<u>Wedding Attire and Alterations (Partner A)</u>		
<u>Wedding Attire and Alterations (Partner B)</u>		
<u>Hair and Makeup</u>		
<u>Bouquets, Boutonnieres and Corsages</u>		
<u>Ceremony Décor</u>		
<u>Reception Centerpieces and Décor</u>		
<u>Rentals</u>		
<u>Ceremony Musicians</u>		
<u>Cocktail Hour Musicians</u>		
<u>Reception Music</u>		
<u>Reception Entertainment</u>		
<u>Save-the-Dates</u>		
<u>Invitation Suites</u>		
<u>Rehearsal Dinner Invites</u>		
<u>Stamps</u>		
<u>Programs, Escort Cards, Place Cards and Signage</u>		
<u>Favors</u>		
<u>Thank-You Cards</u>		
<u>Dance Lessons</u>		
<u>Limos or Car Rental</u>		
<u>Guest Shuttle or Parking</u>		
<u>Wedding Night Hotel Room</u>		
<u>Honeymoon</u>		
<u>Tip Money for Vendors</u>		
<u>Gifts for Each Other</u>		
<u>Gifts (Wedding Party, Parents, Children, Etc.)</u>		

TOTAL \$ \_\_\_\_\_ \$ \_\_\_\_\_

# VENUE

## NOTES

### CEREMONY VENUE

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Social Tags \_\_\_\_\_

Capacity \_\_\_\_\_

Start & End Time \_\_\_\_\_

Price \_\_\_\_\_

Deposit \_\_\_\_\_

Getting Ready Spaces? Yes  No

Guest Parking? Yes  No

External Vendors Allowed? Yes  No

Weather Contingency Plan? Yes  No

### RECEPTION VENUE

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Social Tags \_\_\_\_\_

Capacity \_\_\_\_\_

Start & End Time \_\_\_\_\_

Price \_\_\_\_\_

Deposit \_\_\_\_\_

In-house Catering? Yes  No

Guest Parking? Yes  No

Noise Restrictions? Yes  No

External Vendors Allowed? Yes  No

Weather Contingency Plan? Yes  No

# OFFICIANT

## NOTES

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Social Tags \_\_\_\_\_

Price \_\_\_\_\_

Rehearsal Day & Time \_\_\_\_\_

Wedding Day Arrival Time \_\_\_\_\_

## PREMARITAL COUNSELING DATES & TIME

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

# SAVE-THE-DATES

*TIP: 9-14 months prior to wedding date. Be sure to keep one copy for a keepsake and one to include in your wedding day details to be photographed.*

Deliver by \_\_\_\_\_

Your Names

Wedding Date

Location (City, State)

Wedding Website

Notice of Invitation to Follow

WRITE YOUR SAVE-THE-DATE COPY:

# STATIONERY & SIGNAGE

Order by \_\_\_\_\_

Deliver by \_\_\_\_\_

RSVP Requested by \_\_\_\_\_

## STATIONER

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Social Tags \_\_\_\_\_

## NOTES:

Invitations \_\_\_\_\_

Programs \_\_\_\_\_

Response Cards \_\_\_\_\_

Place Cards \_\_\_\_\_

Escort Cards \_\_\_\_\_

Table Numbers \_\_\_\_\_

Menu Cards \_\_\_\_\_

Dessert Cards \_\_\_\_\_

Guest Book \_\_\_\_\_

Rehearsal Dinner Invitations \_\_\_\_\_

Thank-You Cards \_\_\_\_\_

Thank-You Gifts \_\_\_\_\_

Specialty Cards \_\_\_\_\_

Napkins \_\_\_\_\_

Favors \_\_\_\_\_

Welcome Sign \_\_\_\_\_

Reception Sign \_\_\_\_\_

Bar Sign \_\_\_\_\_

Seating Sign \_\_\_\_\_

Specialty Items \_\_\_\_\_

NOTES

# WEDDING ATTIRE

## MY OUTFIT

Designer | Size | Color | Shop | Style

## FAVORITE DETAIL

## WHO ATTENDED SHOPPING

Date Ordered \_\_\_\_\_

Date Promised \_\_\_\_\_

## FITTING APPOINTMENTS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## WEDDING DAY ACCESSORIES

## PARTNER'S OUTFIT

Designer | Size | Color | Shop | Style

## FAVORITE DETAIL

#### WHO ATTENDED SHOPPING

Date Ordered \_\_\_\_\_

Date Promised \_\_\_\_\_

## FITTING APPOINTMENTS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## WEDDING DAY ACCESSORIES

## WEDDING PARTY ATTIRE

## MY ATTENDANTS

Same Styles  Mismatched Styles   
Same Colors  Different Colors

## PARTNER'S ATTENDANTS

Same Styles  Mismatched Styles   
Same Colors  Different Colors

## DETAILS ABOUT THE LOOK

## DETAILS ABOUT THE LOOK

## ATTENDANT FITTING COMPLETE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

## ATTENDANT FITTING COMPLETE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

## WEDDING DAY ACCESSORIES

## WEDDING DAY ACCESSORIES

# FLOWERS

## NOTES

### FLORIST

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### FLOWER CHOICES

#### NOTES:

Bouquet(s) \_\_\_\_\_  
Attendant Bouquet(s) \_\_\_\_\_  
Boutonnieres \_\_\_\_\_  
Flowers For Hair \_\_\_\_\_  
Flower Girl \_\_\_\_\_  
Corsages \_\_\_\_\_  
Ceremony Entrance \_\_\_\_\_  
Aisle Décor \_\_\_\_\_  
Ceremony Backdrop \_\_\_\_\_  
Memorial \_\_\_\_\_  
Reception Entrance \_\_\_\_\_  
Guest Book Table \_\_\_\_\_  
Escort Card Display \_\_\_\_\_  
High Top Cocktail Tables \_\_\_\_\_  
Hors d'oeuvres Area \_\_\_\_\_  
Table Centerpieces \_\_\_\_\_  
Dessert Table \_\_\_\_\_  
Reception Ceiling & Chandeliers \_\_\_\_\_  
Toss Bouquet \_\_\_\_\_  
Bar \_\_\_\_\_  
Lounges \_\_\_\_\_  
Signage Accents \_\_\_\_\_  
Bathroom Arrangements \_\_\_\_\_

# FOOD

## NOTES

### CATERER

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Social Tags \_\_\_\_\_

### NOTES

Presentation \_\_\_\_\_

Serving Style \_\_\_\_\_

Table Settings \_\_\_\_\_

### COCKTAIL HOUR MENU

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

Drinks \_\_\_\_\_

### RECEPTION MENU

Final Guest Count \_\_\_\_\_

Menu \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Late-Night Snacks \_\_\_\_\_

After-Party Snacks \_\_\_\_\_

Drinks \_\_\_\_\_

### GETTING READY LUNCH MENU

Total Count of People \_\_\_\_\_

Menu \_\_\_\_\_

\_\_\_\_\_

Drinks \_\_\_\_\_

# BAR

## NOTES

### BARTENDER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### BEVERAGES

Wine \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Beer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature Cocktails \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Non-Alcoholic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Champagne \_\_\_\_\_

TIP: Glasses Per Bottle

*Liquor=16 mixed drinks*

*Wine=4 glasses*

*Champagne=6 glasses*

### WEDDING BAR SHOPPING LIST

Alcohol \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mixers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Garnishes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# DESSERTS

## NOTES

### BAKER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### NOTES

Favorite Flavor #1 \_\_\_\_\_  
Favorite Flavor #2 \_\_\_\_\_  
Favorite Flavor #3 \_\_\_\_\_  
Buttercream or Fondant \_\_\_\_\_  
Cake Stand or Rental \_\_\_\_\_  
Sugar Art \_\_\_\_\_  
Decoration \_\_\_\_\_  
Delivery Options & Fee \_\_\_\_\_  
Additional Fees \_\_\_\_\_

### DESCRIBE CAKE

### ADDITIONAL SWEET TREATS

#### TIP: Cake Sizes & Servings

6" Round serves 4-6	7"x11" Sheet serves 12-15
8" Round serves 8-10	9"x13" Sheet serves 20-24
10" Round serves 20-24	11"x15" Sheet serves 35-40
	12"x18" Sheet serves 50-55

# PHOTOGRAPHY

## PHOTOGRAPHER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

## FAMILY PORTRAIT/SHOT LIST

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

## FLAY LAY PACKING LIST

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

## TIP: Photography Time Blocking

Getting Ready 1HR	Wedding Party 1HR
First Look 15 MIN	Family Photos 45 MIN
Romantic 1 HR	Golden Hour 15 MIN

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

# VIDEOGRAPHY

## VIDEOGRAPHER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

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

# MUSIC

PROCESSIONAL FOR PARTNER	PROCESSIONAL FOR YOU
PROCESSIONAL FOR WEDDING PARTY	WEDDING PARTY & COUPLE INTROS
UNITY CEREMONY SONG	FIRST DANCE
RECESSIONAL SONG	LAST DANCE
CAKE CUTTING SONG	SPECIAL DANCES
FAMILY TRADITION DANCES	

## TOP 10 MUST-PLAY SONGS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## DO NOT PLAY

# ENTERTAINMENT

## OUTSIDE GUEST ACTIVITIES

## INSIDE GUEST ACTIVITIES

# REGISTRY

NOTES

WEDDING WEBSITE

WHERE WE REGISTERED

FAVORITE GIFTS WE REGISTERED FOR

# GIFTS TO GIVE

WEDDING PARTY

FAMILY

OTHER

# SOCIAL MEDIA

HASHTAG IDEAS

# REHEARSAL VENUE

## LOCATION

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Social Tags \_\_\_\_\_

## ORDER OF THE PROCESSIONAL

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who Will Host \_\_\_\_\_

\_\_\_\_\_

Guest Count \_\_\_\_\_

\_\_\_\_\_

Theme \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Menu \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Drinks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# TRANSPORTATION

Name \_\_\_\_\_

Bach Parties

Contact \_\_\_\_\_

Couple to Ceremony

Address \_\_\_\_\_

Couple to Reception

Email \_\_\_\_\_

Couple to Hotel

Phone \_\_\_\_\_

Guests to Ceremony

Website \_\_\_\_\_

Guests to Reception

Social Tags \_\_\_\_\_

Guests to Hotel

Day & Time \_\_\_\_\_

Transport to Airport

Type \_\_\_\_\_

## NOTES

Number of Hours \_\_\_\_\_

\_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_

# DAY-OF TIMELINE

6 am	_____
7 am	_____
8 am	_____
9 am	_____
10 am	_____
11 am	_____
12 pm	_____
1 pm	_____
2 pm	_____
3 pm	_____
4 pm	_____
5 pm	_____
6 pm	_____
7 pm	_____
8 pm	_____
9 pm	_____
10 pm	_____
11 pm	_____
12 am	_____

## ITEMS TO REMEMBER FOR WEDDING DAY:

- Marriage license
- Personal wedding vows and readings
- Letter to spouse
- All clothing, shoes, and accessories
- All jewelry (bridal, attendants, wedding rings)
- Unity Symbol (and lighter if necessary)
- Guest book and pen
- Programs
- Flowers (if not delivered by florist) including corsages, boutonnieres, bouquets, etc.
- Ceremony décor
- Send-off items (birdseed, bubbles, doves, butterflies, balloons, sparklers, ribbon wands, etc.)
- Remaining vendor payments & tips
- Emergency Kit
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TIPS:

Provide a timeline to your entire wedding party, family, and those participating in your wedding.

Be sure to carve out a few quiet moments with your new spouse and breathe each other in. The day will fly by; savor your moments.

# MORE VENDORS

NOTES

## WEDDING PLANNER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

## WEDDING ATTIRE

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

## WEDDING ATTIRE

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

## MARRIAGE LICENSE LOCATION

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Date Needed \_\_\_\_\_

## NOTES

### ENGAGEMENT RING JEWELER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### WEDDING BAND JEWELER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### HAIR STYLIST

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### MAKEUP ARTIST

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

## NOTES

### CEREMONY MUSICIAN/DJ

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### COCKTAIL HOUR MUSICIAN/DJ

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### RECEPTION MUSICIAN/DJ

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### RECEPTION ENTERTAINMENT

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

## NOTES

### RENTAL COMPANY

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### GUEST ACCOMMODATIONS

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### WEDDING NIGHT HOTEL ROOM

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### DANCE LESSONS

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

## NOTES

### TRAVEL AGENT

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### WEDDING CHILD CARE

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### PET CARE

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

### OTHER

Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Website \_\_\_\_\_  
Social Tags \_\_\_\_\_

# AFTER THE WEDDING

## CHANGING YOUR NAME

Obtain a copy of your new marriage certificate from the Register of Deeds. Take your certificate to the Social Security Office to change your name. You may now begin to use your new name. Then, take the certificate to the Department of Motor Vehicles to obtain a new ID that reflects your name change.

Update each of the following with your new name:

- Banks
- Medical Care Provider
- Contracts
- Mortgage Lender
- Professional License
- County Tax Assessor
- Credit Card Companies
- Employer (fill out new W-2)
- Wisconsin Dept. of Revenue
- Estate Planning/Retirement Documents
- U.S. Passport
- Insurance Companies
- U.S. Postal Service
- Investment Companies
- Utility Company
- Leases
- Voter Registration
- Legal Documents
- Wills

**NOTE:** It is a felony to make copies of a marriage certificate. If proof is required, send your actual certificate with a self-addressed, stamped envelope and a request that they return it to you.

**TIP:** If you are changing your name, it is often best to do this after your honeymoon to ensure all your identification is consistent and accurate, allowing for a smooth travel experience.

## HONEYMOON

Destination \_\_\_\_\_

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

Must See \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Restaurants to try \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tours, Trails, Parks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

## THANK-YOU CARDS

Mail out within three months of wedding day.

Send a thank you to parents, vendors, or anyone who gave you a gift or played an important role in your wedding.

### WHAT TO INCLUDE:

We recommend notes be handwritten and personal. Thanking your guests for the specific gift they gave is a nice touch.

Share how you plan to use or enjoy the gift.

Express why you're thankful for them. This could include what they mean to you, something they did for you, or a fun shared memory from your wedding day.

**ENJOY MARRIED LIFE &**  
*Congratulations from WedPlan!*