

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 \$____



Maid of Honor

Name		
Style of dress	Color	
Size	Shoes	
Date of fitting	Notes	
Bridesmaids		
Name		
Style of dress	Color	
Size	Shoes	
Date of fitting	Notes	
Name		
Style of dress	Color	
Size	Shoes	
Date of fitting	Notes	
Name		
Style of dress	Color	
Size	Shoes	
Date of fitting	Notes	



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

Chulch	
Required	
Deliver to	Time
Bride	
Demoired	
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 \$
	Donosit Ć
	Deposit \$
	Ralance Due \$



Printer			
Address			
Contact Person			
Date ordered		Pickup date	
Type style		Ink color(s)	
Paper/Stock		Color	
	Quantity	, Price	
	Invitations/envelopes		
	Responses/envelopes		
	Thank-you notes		
	Wedding programs		
	Personal stationery		
	Other		



diodili	
Tux style	
Store	
Address	Phone
Fitting date	Final pickup date
Total cost \$ Deposit \$	Balance due \$
Best Man	Father of the groom
Tux style	Tux style
Store	Store
Fitting date	Fitting date
Final pickup date	Final pickup date
Total cost \$	Total cost \$
Usher	Father of the bride
Tux style	Tux style
Store	Store
Fitting date	Fitting date
Final pickup date	Final pickup date
Total cost \$	Total cost \$
Usher	Ring bearer
Tux style	Tux style
Store	
Fitting date	
Final pickup date	
Total cost \$	



Option 1
Site
Address
Contact
Phone
DateTime
No. of guests
No. of tablesChairs 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? YesNo Self? YesNo
Cost
Per person \$
Total \$
Deposit \$Balance \$
Notes



Questions to ask the caterer

What type of food do you recommend for my budget and number of guests?		
What type of service would be best. Sit-down or buffet?		
Discuss menu selections		
Do you provide linens? Is there an additional fee? A large color selection?		
Do you supply glasses, plates and silverware? Is there an additional charge?		
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 \$ ____



Name of photographer	
Address	
Home phone	Studio phone
Arrival time & place	
Tatal and C	
Total cost \$ Deposit \$	o Guests throwing rice
Balance \$	-
Date due	o Bride and groom in transportation
	o Signing wedding certificate
Pre-ceremony	o Bride & groom's hands with rings
o Portraits	The reception
o Bride	o Best man giving toast
o Bride & groom	o Maid of honor giving toast
o Groom with best man	o Parents giving toast
o Groom with groomsmen	o Bride and groom listening to toasts
o Bride with maid of honor	o Guests throwing rice
o Bride with bridesmaids	o Bride and groom's first dance
o Ring bearer and flower girl	o Bride dancing with her father
o Wedding party	o Groom dancing with his mother
o Bride with parents	o The cake
o Groom with parents	o Bride and groom cutting cake
	o The bouquet toss
o Bride & groom with bride's parents	o Taking off the garter
o Bride & groom with groom's parents	o Throwing the garter
o Bride & groom with bride's family	o Bride and groom leaving the reception
o Bride & groom with groom's family	
o Bride & groom with both sets of parents	Special requests
The ceremony	
o Groom walking down the aisle	
o Groom and wedding party awaiting bride	
o Bride walking down aisle	
o Wedding kiss	
o Bride and groom walking down aisle	



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		



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:			



Actual cost

Approximate cost

	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	\$	\$



	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		