

WEDDING PLANNING CHECKLIST

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• Bar

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Hair

Postage

Reply cards

Calligrapher

invitations

Favor tags

Menus

Venue

Bartender

Tables/chairs

Music / entertainment

Miscellaneous

Decorations

Video projector

Sound system

Guest parking

Centerpieces

Gifts & Favors

Favors

Lighting

attendants

Hotel for guests

Final Payments

TransportationChildcare

Make-up

Gratuities

Attendant gifts

Gift for parents

Gift for fiancee

Marriage license

Manicure/pedicure

Bridesmaids' luncheon

Manicure/pedicure for

Wedding planner/coordinator

Dishes

Linens

Servers

Food

Security

Stationary

Save the date cards

Wedding invitations

Ceremony cards

Thank you notes

Bridesmaid luncheon

Wedding programsAddress labels

Directional signage

• Bachelor party invitations

Map / direction cards

Newspaper announcement

Rehearsal dinner invitations

Bachelorette party invitations

Rehearsal Dinner

At a glance

Attire

- Bridal Gown
- Bridal Shoes
- Bridal slip
- Lingerie
- After Party Attire
- Jewelry
- Bridal Headpiece/veil
- Bridal gloves
- Bridesmaid dresses
- Bridesmaid accessories
- Bridesmaid shoes
- Groom's tux
- Groomsmen tuxes
- Garters
- Gown preservation
- Alterations
- Going-away outfit
- Honeymoon clothes
- Children's apparel

Stationary

- Brides bouquet
- Bridesmaids bouquets
- Hair flowers
- Corsages
- Boutonnières
- Altarpiece / Ceremony Floral
- Pew/chair decorations
- Aisle petals
- Flower girls' hair
- Flower girls' petals
- Candles
- Reception table centerpieces
- Sweetheart / Head table floral
- Toss bouquet
- Guest book table floral
- Escort (place) card table floral
- Bar(s) floral
- Bathroom(s) floral
- Buffet floral
- Cake floral
- Other?

Photography

- Bridal portraits
- Reception
- Ceremony
- Photo albums
- Engagement portraits
- Create / finalize photo list

Rings

- Wedding bands
- Engagement ring
- Engraving

- Ceremony
- Officiate
- Location fee
- Altar rentals
- Chair rental
- Card basket
- Guest book/pen
- Ring bearer item
- Flower girl item
- Special items (sand / candles/ roses etc)
- Aisle runner
- Ushers
- Rose petals/bubbles
- Umbrellas
- Music / sound system
- Pre-ceremony beverages

Reception

- Location fee
- Caterer
- Food (hors d'ourves + dinner)
- Bar tender
- Bar (beer, wine liquor, specialty)
- Security
- Wedding cake
- Groom's cake
- Cake knife
- Cake stand + table decor
- Servers
- Table decorations
- Other decorations
- Dishes
- Glassware (bar + dinner)
- Silverware
- Napkins
- Linens
- Tables
- Chairs
- Guest book
- Dance Floor
- Entertainment Cocktail Hour
- Entertainment Dinner
- Entertainment Dancing

Limousine/Carriage

Transportation

Napkin Fold

• Parking

Coffee

Tasting

Lighting

Umbrellas

Gratuities