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Wedding Fundamentals

WORKSHEET

PARTNER 1'S WEDDING MUST HAVES

Circle the TOP 6 wedding priorities that matter to you most.

Alcohol & Bar	Entertainment	Lighting	Reception Venue
Bouquet	Favors	Limo / Vehicle	Signage
Cake	Floral Arrangements	Makeup Artist	Suit / Tux
Catering & Food	Gown	Music	Tables & Linens
Ceremony Arch	Hairstylist	Non-Floral Décor	Tenting
Ceremony Venue	Honeymoon	Photo Booth	Videographer
Day-of Childcare	Invitations	Photographer	Wedding Planner
Desserts	Jewelry / Rings	Pre-Wedding Events	Welcome Bags

Now of those TOP 6, what are your Top 3 wedding priorities ?

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PARTNER 2'S WEDDING MUST HAVES

Circle the TOP 6 wedding priorities that matter to you most.

Alcohol & Bar	Entertainment	Lighting	Reception Venue
Bouquet	Favors	Limo / Vehicle	Signage
Cake	Floral Arrangements	Makeup Artist	Suit / Tux
Catering & Food	Gown	Music	Tables & Linens
Ceremony Arch	Hairstylist	Non-Floral Décor	Tenting
Ceremony Venue	Honeymoon	Photo Booth	Videographer
Day-of Childcare	Invitations	Photographer	Wedding Planner
Desserts	Jewelry / Rings	Pre-Wedding Events	Welcome Bags

Now of those TOP 6, what are your Top 3 wedding priorities ?

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OUR TOP WEDDING MUST HAVES

- | | |
|---------|---------|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Wedding Style WORKSHEET

Ideal Wedding Size:

☐ < 50 guests ☐ 50-150 guests ☐ > 150 guests

Ideal Season:

☐ Summer ☐ Spring
☐ Fall ☐ Winter

Preferred Month:

Choice 1: _____

Choice 2: _____

Choice 3: _____

Ceremony Location:

☐ Church ☐ Indoor Venue/Hall
☐ Outdoors ☐ Other: _____

Favorite Colors (pick up to 6):

☐ Black	☐ Dusty Rose	☐ Silver
☐ Burgundy	☐ Mint Green	☐ Gold
☐ Navy	☐ Ivory/Cream	☐ Yellow
☐ Light Blue	☐ Coral	☐ Tan
☐ Lilac	☐ Teal	☐ Peach
☐ Sage	☐ Purple/Plum	☐ Other _____
☐ Hunter Green	☐ Burnt Orange	_____
☐ Blush	☐ Red	_____
☐ Fall	☐ White	

Color Pallete (pick 2-3 from above)

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WEDDING VIBE/KEYWORDS

(Circle Any & ALL that Appeal to you)

Adventurous	Fantasy	Outdoorsy
Artsy	Fun	Religious
Boho	Garden	Romantic
Casual	Glamorous	Rustic
Classic	Gothic	Simple
Coastal	Halloween	Surreal
Colorful	Handmade	Traditional
Cozy	Intimate	Trendy
Eclectic	Lighthearted	Unique
Edgy	Luxury	Vintage
Elegant	Modern	Western
Fairytale	Natural	Whimsical
Fancy	Organic	

Wedding Traditions to incorporate:

☐ Afterparty
☐ Bouquet Toss
☐ Cake Cutting
☐ First Dance
☐ Garter Toss
☐ Grand Entrance
☐ Grand Exit
☐ Guest Book
☐ Parent Dances
☐ Personalized Vows
☐ Pets in Wedding
☐ Receiving Line
☐ Speeches / Toasts
☐ Unity Ceremony

Wedding TIMELINE

12 MONTHS BEFORE

- ☐ Make a Guest List
- ☐ Decide on Style/Theme & Color Scheme
- ☐ Choose a Bridal Party
- ☐ Book a Venue
- ☐ Hire Photographer
- ☐ Hire Band and/or DJ
- ☐ Wedding Dress Shopping

9 MONTHS BEFORE

- ☐ Select caterer
- ☐ Select invitations
- ☐ Bridesmaid dresses
- ☐ Book flowers
- ☐ Wedding website
- ☐ Order invitations

6 MONTHS BEFORE

- ☐ Choose wedding rings
- ☐ Book honeymoon
- ☐ Schedule wedding shower
- ☐ Send invitations
- ☐ Order wedding cake

3 MONTHS BEFORE

- ☐ Create seating chart
- ☐ Choose guest favours
- ☐ Meet with the officiant
- ☐ Hair and makeup trial
- ☐ Book transport
- ☐ Choose ceremony songs

1 MONTH BEFORE

- ☐ Dress fitting
- ☐ Pick up the marriage license
- ☐ Write wedding vows
- ☐ Finalize the guest count

1 WEEK BEFORE

- ☐ Practice wedding vows
- ☐ Mani & Pedi
- ☐ Facial treatment
- ☐ Hair appointment

AFTER THE WEDDING

- ☐ Send thank you cards
- ☐ Share photos

Budget PLANNING

Total Budget

CEREMONY & RECEPTION	Planned (\$)	Actual (\$)	Difference (\$)
Ceremony Site			
Venue/Reception			
Marriage License			
Officiant			
Catering			
Beverages/Bar Service			
Wedding Cake			
DJ / Band			
Wedding Transportation			
Other Entertainment/ Misc			
Tips			
Total			

FLORAL & DECOR	Planned (\$)	Actual (\$)	Difference (\$)
Brides Bouquet			
Bridesmaids Bouquets			
Centerpieces			
Ceremony/Reception Decor			
Flower Girl Flowers			
Ring Pillow			
Total			

Budget PLANNING

WARDROBE & BEAUTY	Planned (\$)	Actual (\$)	Difference (\$)
Wedding Dress			
Veil & Accesories			
Brides Shoes			
Grooms Tux			
Grooms SHoes/ Accessories			
Rings			
Hair/Makeup			
Mani/Pedi/ Etc			
Total			

STATIONARY	Planned (\$)	Actual (\$)	Difference (\$)
Save-the-Date Cards			
Invitations/envelopes			
Seating & Menu Cards			
Guest Book			
Thank you Cards			
Calligraphy			
Total			

Budget PLANNING

Photography	Planned (\$)	Actual (\$)	Difference (\$)
Wedding Photographer			
Videographer			
Engagement Photos			
Wedding Album			
Prints			
Total			

GIFTS & MISC	Planned (\$)	Actual (\$)	Difference (\$)
Bridesmaids Gifts			
Groomsmen Gifts			
Guest Favors			
Total			

Guest LIST

Expected Guests:

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Confirmed Guests:

.....

No	Name	Attending?	Declined?	+1?
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

No	Name	Attending?	Declined?	+1?
21				
22				
23				
24				
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40				

Guest LIST

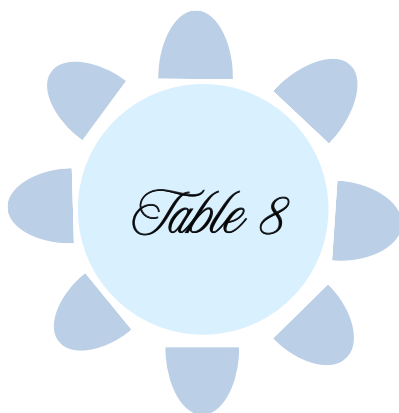
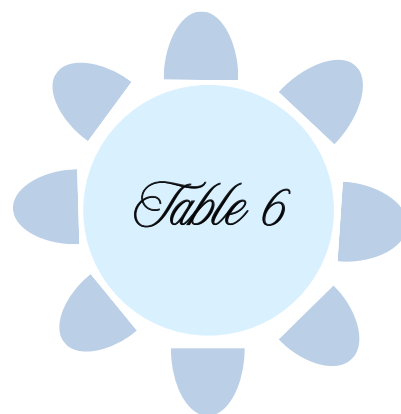
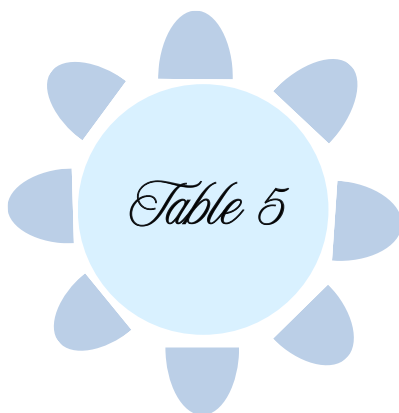
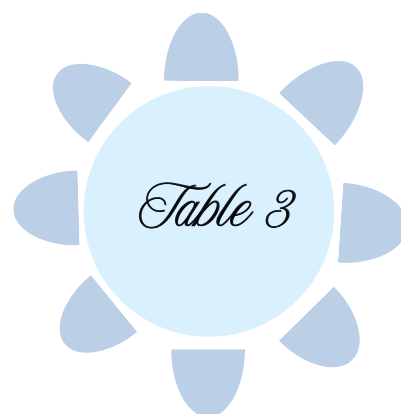
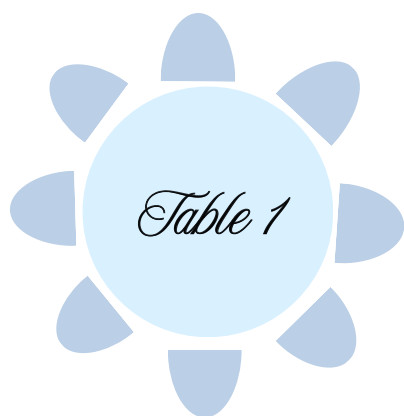
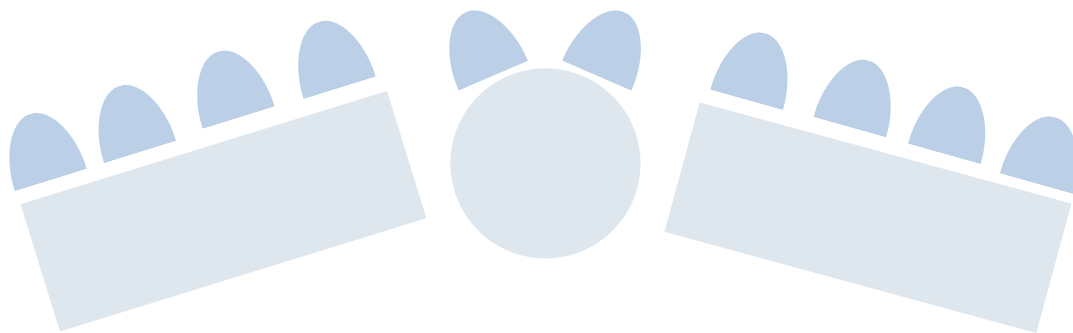
Expected Guests:

No	Name	Attending?	Declined?	+1?
41				
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Confirmed Guests:

No	Name	Attending?	Declined?	+1?
61				
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Seating PLAN



Seating PLAN

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Menu **PLANNING**

Guest Count:

Appetizer:

Main Course Option 1:

Number of Servings:

Main Course Option 2:

Number of Servings:

Vegetarian / Vegan:

Number of Servings:

Dessert:

Wedding Cake:

Number of Tiers:

Flavor:

Filling:

Special Details:

Beverages:

- ☐ Champagne Toast
- ☐ White / Red Wine
- ☐ Beer
- ☐ Mixed
- ☐ Drinks/Liquor
- ☐ Soft Drinks
- ☐ Coffee
- ☐ Other

Special Dietary Requirements:

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Vendors

CHECKLIST

ESSENTIAL

- ☐ Venue
 - ☐ Wedding Planner/ Coordinator
 - ☐ Rental Company
 - ☐ Officiant
-

MEDIA & ENTERTAINMENT

- ☐ Photographer
 - ☐ Videographer
 - ☐ DJ/Live Music
 - ☐ Photobooth/ Artist/ other entertainment
-

FOOD/BEVERAGE

- ☐ Caterer
 - ☐ Bar Service
 - ☐ Cake/ Baker
 - ☐ Wait Staff/Servers (if applicable)
-

BEAUTY/ATTIRE

- ☐ Hair Stylist
 - ☐ Makeup Artist
 - ☐ Suit Rental
 - ☐ Dress Maker
 - ☐ Jeweler
-

OTHER

- ☐ Florist
- ☐ Driver/transportation
- ☐ Designer/Decorator
- ☐ Calligrapher

TWO HEARTS, ONE VISION.

Notes & Ideas

Decor Ideas:

Music Requests:

Games & Entertainment:

Special Moments:

Other:
