

THE PREMIER BRIDE PLANNER



THE WEDDING TIMELINE

WEDDING DAY CHECKLIST

THE WEDDING BUDGET

SHARING THE COST

PLANNERS FOR CAKES, CATERING, FLOWERS,
MUSIC & ENTERTAINMENT, PHOTOGRAPHY,
RECEPTION & VIDEOGRAPHY

WEDDING ATTIRE PLANNER

IMPORTANT INFORMATION & NOTES

P R E M I E R
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THE WEDDING TIMELINE

Organized advance planning will ensure you enjoy every minute of your special day. Start planning your wedding 12 months ahead of time if possible and use the following timeline as a guide through the process. Once the planning is complete, relax and get plenty of rest - the festivities are about to begin.

12 months ahead

- Decide on the budget
- Reserve ceremony site and officiant
- Work on guest list for a rough count
- Visit reception sites and reserve one
- Hire wedding consultant (for help with all planning, certain aspects of it, or day of coordination only)

9-12 months ahead

- Shop for and order wedding gown, veil and accessories
- Compile guest list
- Choose attendants
- Select bridesmaids' attire
- Plan details of reception: colors, decorations, balloons
- Select photographer
- Select videographer
- Select band or DJ for reception
- Discuss honeymoon plans
- Mail save-the-date cards if necessary
- Get engagement photo taken

6-9 months ahead

- Reserve wedding day transportation
- Register for gifts at one to three stores
- Book musicians for ceremony
- Select florist
- Select caterer
- Reserve party rental equipment (table, tent, chairs, etc.)
- Order wedding cake
- Order invitations, personal stationery and thank you notes
- Reserve accommodations for out-of-town guests
- Finalize honeymoon plans (get your passport if needed!)

4-6 months ahead

- Order men's formalwear
- Book stylist or salon for bridal party hair, nails and make-up
- Select and purchase guest favors
- Find and reserve rehearsal dinner location
- Reserve accommodations for wedding night
- Finalize guest list

2-4 months ahead

- Address wedding invitations
- Buy and wrap attendants' gifts
- Buy wedding rings and order engraving
- Announce engagement in local newspapers
- Confirm delivery dates of bridal gown and bridesmaids' dresses
- Meet with caterer to discuss menu
- Select ceremony music, readings and vows and meet with officiant
- Arrange ceremony rehearsal and notify participants

1-2 months ahead

- Call county clerk's office for marriage license details, and schedule date to obtain
- Mail invitations
- Arrange for final fittings on your gown
- Make reservations for bridesmaids' luncheon
- Confirm honeymoon arrangements
- Record gifts received and write thank you notes promptly
- Prepare printed program for ceremony
- Start reception seating chart and placecards
- Purchase wedding accessories (guest book and pen, unity candle, toasting glasses, cake knife and server, and flower girl/ring bearer accessories)

2-4 weeks ahead

- Arrange for professionals to preserve your gown and bridal bouquet
- Follow up on missing RSVPs and finish seating chart/place cards
- Confirm final guest count to caterer and reception site
- Write rehearsal dinner and wedding toasts
- Confirm honeymoon arrangements

1 week ahead

- Have final consultation with caterer, florist, musicians, photographer and videographer
- Host bridesmaids' luncheon
- Begin packing for honeymoon
- Put fees due on the wedding day in envelopes, for the best man to distribute

WEDDING DAY CHECKLIST

wedding attire

FOR HER:

- Gown - be sure it is pressed
- Headpiece & veil
- Lingerie (*bra, bustier, slip, petticoat*)
- Hosiery & garter
- Shoes
- Jewelry & accessories
- Wrap/Jacket
- Gloves

FOR HIM:

- Coat, shirt, vest & trousers
- Cummerbund
- Neckwear
- Cufflinks
- Socks & shoes

don't forget...

- Rings & marriage license
- Ring bearer pillow/flower girl basket
- Wedding programs
- Cake knife & server, toasting flutes
- Favors
- Guestbook & pen
- Unity candle, kiddush cup
- Pay officiant & vendors
- Assign person to collect/transport gifts

wedding day emergency kit

- Phone numbers for wedding party, wedding coordinator & vendors
- Sewing kit (*thread, needle, safety pins & scissors*)
- Personal emergency kit (*including Shout wipes, tampons & a small snack such as a granola bar*)
- Skin care (*cleansers, moisturizers & lotion*)
- Hair care (*hair dryer, curlers, brush, comb, hair spray, bobby pins*)
- Nail polish (*color for nails & clear to stop nylon runs*) & super glue
- Makeup
- 2-sided tape & scotch tape
- Extra earring backs
- Extra nylons
- Toothbrush, toothpaste, mouthwash
- Portable iron or steamer
- Hand mirror
- Disposable wipes & tissues
- Anti-cling spray
- Something old, new, borrowed & blue
- Deodorant
- Antacid, aspirin, allergy medication & bottled water
- Breath mints
- Cash (*coins & bills*)
- Disposable camera
- Plastic bags
- White tailor's chalk for gown fixes
- Toupee tape for fallen hems
- Spray-on spot remover

honeymoon checklist

- Airline tickets (note flight number & departure/arrival time)
- Cruise tickets (note cabin number(s) & departure/arrival time)
- Resort/Hotel phone & confirmation number
- Passports/Visas
- Camera & film
- Credit cards
- Traveler's checks
- Sewing kit
- Medicines/Prescriptions
- Extra contact lenses or glasses
- Toiletries
- Electrical plug adapters
- Travel iron
- Clock radio, travel size
- Hair dryer

updating your name

- Auto Registration
- Bank & credit card accounts
- Car insurance policy
- Credit reporting agencies
- Deeds/titles
- Driver's license
- Employee records
- Investment accounts
- Life insurance policy
- Medical/dental records
- Memberships
- Passport
- Post Office records
- Social Security records
- Stock certificates
- Tax agency records (state/federal)
- Voter registration records
- Wills/trusts



wedding budget

THE PERCENTAGES THAT APPEAR IN THE SUGGESTED COLUMN BELOW ARE GUIDELINES. THEY CAN EASILY BE CHANGED TO ACCOMMODATE YOUR PERSONAL PREFERENCES AND PRIORITIES.

TO CALCULATE YOUR SUGGESTED BUDGET PER CATEGORY, SIMPLY MULTIPLY YOUR TOTAL BUDGET BY THE APPROPRIATE PERCENTAGES.

FOR EXAMPLE: \$18,000 x 16% = \$2,800

TOTAL BUDGET: \$ _____

	SUGGESTED	BUDGET	ACTUAL
RINGS			
Engagement Rings	16.00%	_____	_____
Bride's Wedding Ring	4.00%	_____	_____
Groom's Wedding Ring	3.00%	_____	_____

	SUGGESTED	BUDGET	ACTUAL
RECEPTION			
Beverage/Bar		_____	_____
Corkage Fee	5.00%	_____	_____
Cake/Cake Cutting Fee	2.00%	_____	_____
Catering/Food/Servers/ Tax/Gratuity	23.00%	_____	_____
Facility Rental	6.00%	_____	_____
Rental Items	1.00%	_____	_____
Other		_____	_____

	SUGGESTED	BUDGET	ACTUAL
MUSIC & ENTERTAINMENT			
Ceremony	1.00%	_____	_____
Reception	4.00%	_____	_____
Other		_____	_____

	SUGGESTED	BUDGET	ACTUAL
CEREMONY			
Aisle Runner	.25%	_____	_____
Candles/Candelabra	.35%	_____	_____
Facility Rental	.50%	_____	_____
Officiant	.40%	_____	_____
Marriage License	.50%	_____	_____
Other		_____	_____

SUB TOTAL _____

	SUGGESTED	BUDGET	ACTUAL
APPAREL/BRIDE			
Alterations	.55%	_____	_____
Bride's Gown	4.45%	_____	_____
Headpiece/Veil	.50%	_____	_____
Jewelry	.10%	_____	_____
Lingerie	.10%	_____	_____
Shoes	.30%	_____	_____
Other		_____	_____
Other		_____	_____

	SUGGESTED	BUDGET	ACTUAL
CEREMONY			
Groom's Formalwear	1.00%	_____	_____
Other		_____	_____

	SUGGESTED	BUDGET	ACTUAL
PHOTOGRAPHER			
6.00%	_____	_____	_____
Photographer's package may or may not include:		_____	_____
Album		_____	_____
Candids		_____	_____
Engagement Portrait		_____	_____
Formal Wedding Portrait		_____	_____
Parents' Sets		_____	_____
Photographer Fee		_____	_____
Proofs		_____	_____
Other		_____	_____
Other		_____	_____

SUB TOTAL _____

	SUGGESTED	BUDGET	ACTUAL
VIDEOGRAPHER			
Wedding Video	5.00%	_____	_____
Copies	.50%	_____	_____
Other		_____	_____
Other		_____	_____

FLOWERS			
Alter/Chuppah	1.25%	_____	_____
Attendants' Bouquets	.70%	_____	_____
Boutonnieres/Corsages	1.00%	_____	_____
Bride's Bouquet	.70%	_____	_____
Decorations/Balloons	.10%	_____	_____
Pew Markers	.15%	_____	_____
Reception Tables		_____	_____
Buffet/Cake/ Guests/Bridal Party	1.10%	_____	_____
Other		_____	_____

STATIONARY			
Invitations/ Announcements	1.15%	_____	_____
Postage	.45%	_____	_____
Thank-Yous/Stationery	.30%	_____	_____
Wedding Programs	.10%	_____	_____
Other		_____	_____
Other		_____	_____

ACCESSORIES			
Cake Knife & Server	.20%	_____	_____
Cake Top	.30%	_____	_____
Favors	.90%	_____	_____
Flower Girl's Basket	.15%	_____	_____
Guest Book & Pen	.15%	_____	_____
Ring Bearer's Pillow	.15%	_____	_____
Toasting Glasses	.15%	_____	_____
Other		_____	_____

TRANSPORTATION			
Guest Transportation	.50%	_____	_____
Limousine	1.50%	_____	_____
Other		_____	_____
Other		_____	_____

GIFTS	1.00%	_____	_____
Bride's Attendants		_____	_____
Cake Cutting Attendant		_____	_____
Child Attendants		_____	_____
Each Other		_____	_____
Hosts for Out-of-Town Guests		_____	_____
Gift Table Attendant		_____	_____
Guest Book Attendant		_____	_____
Groomsmen & Ushers		_____	_____
Parents		_____	_____
Prewedding Party Hosts		_____	_____
Soloists/Musicians Who are Friends		_____	_____
Other		_____	_____
Other		_____	_____

ADDITIONAL EXPENSES	1.00%	_____	_____
Hair and Makeup		_____	_____
Manicure		_____	_____
Other		_____	_____
Other		_____	_____

OPTIONAL EXPENSES	1.50%	_____	_____
Attendant Accommodations		_____	_____
Bridesmaids' Dresses/Shoes		_____	_____
Flower Girl's Dress		_____	_____
Groomsmen's Formalwear		_____	_____
Ring Bearer's Attire		_____	_____
Bridesmaids' Luncheon		_____	_____
Wedding Coordinator		_____	_____
Wedding Cameras		_____	_____
Other		_____	_____
Other		_____	_____

SUB TOTAL _____

SUB TOTAL _____
TOTAL _____

SHARING THE COST

It is no longer expected that wedding costs will be assigned according to tradition. Discuss your plan and budget with your families to determine whether to follow a traditional division of financial responsibility for the wedding costs. If circumstances don't allow the families to follow tradition, the proper rationale in deciding who pays for what portion is basic: whoever is most willing and most able to pay for a wedding expense assumes responsibility for that expense.

bride

- Groom's wedding ring
- Wedding gift for groom
- Gifts for maid/matron of honor & bridesmaids
- Gift for parents (optional)
- Gowns for maid/matron of honor & bridesmaids (optional)
- Accommodations for out-of-town attendants (optional)
- Luncheon for bridal party
- Informal stationery

bride's family

- Engagement party
- Bride's wedding attire & trousseau
- Bride's parents' wedding attire
- Wedding gift for newlyweds
- Invitations, announcements, thank you notes, postage
- Engagement & wedding photographs
- Wedding ceremony site fee & decorations
- Wedding ceremony programs
- Wedding reception
- Flowers for ceremony & reception
- Bridal party bouquets & flowers for flower girl
- Transportation for wedding party to ceremony & reception
- Videographer
- Musicians/vocalists
- Security & insurance for gifts
- Welcome party for out-of-town guests (optional)

groom

- Bride's engagement & wedding rings
- Bride's bouquet & going-away corsage
- Boutonnieres for men in wedding party
- Mothers' corsages
- Wedding gift for bride
- Gifts for best man, groomsman & ushers
- Gift for parents (optional)
- Formal wear for best man & groomsman (optional)
- Accommodations for out-of-town attendants (optional)
- Marriage license
- Honeymoon
- Fee for officiant

groom's family

- Engagement party (optional; following party by bride's parents)
- Groom's wedding attire
- Groom's parents' wedding attire
- Wedding gift for newlyweds
- Groom's informal stationery & thank you notes
- Rehearsal dinner
- Shipment of wedding gifts to couple's home
- Welcome party for out-of-town guests (optional)

wedding party

- Bridal shower for bride
- Bachelor(ette) party
- Accommodations for self
- Wedding attire & shoes

CAKES PLANNER

cake style

Type of cake: _____

Type & flavor of filling: _____

Type & flavor of icing: _____

Date to taste samples: _____

Description _____

groom's cake

Type of cake: _____

Type & flavor of filling: _____

Type & flavor of icing: _____

Description: _____

cake accessories

Cake topper: _____

Cake flowers: _____

Cake decorations: _____

Cake stands: _____

Cake boxes: _____

Cake knife & server: _____

setup details

Location: _____

How to decorate cake table: _____

Part to save for Bride & Groom: _____

Person to save & freeze the cake: _____

Person to store cake top, knife & server: _____

Person to return cake stand to bakery: _____

CATERING PLANNER

type

- Breakfast/Brunch
- Tea
- Lunch
- Cocktails
- Dinner
- Dessert

flavor

- Regional
- Seasonal
- Exotic
- Ethnic
- Thematic

service

- Cocktails
- Passed hors d'oeuvres
- Hors d'oeuvres tables
- Seated meal (Family style, American, French, Russian, white glove)
- Buffet (formal staff-served, casual self-serve)

courses

- Hors d'oeuvres
- Appetizer
- Soup
- Salad
- Entrée
- Dessert

entrées

- Beef
- Chicken
- Vegetarian
- Pork
- Seafood
- Lamb
- Pasta

dessert

- Regional
- Seasonal
- Exotic
- Ethnic
- Thematic

alcohol*

- Full Bar
- Beer & wine only
- Wine with dinner
- Champagne toast
- Specialty cocktail

*Some states do not allow caterers to carry liquor licenses. Please check the laws in your state.

special

- Vegetarian
- Kosher
- Halal
- Other

rental items

- RENTALS AVAILABLE**
- Tables
 - Chairs & chair covers
 - China, glassware, silverware & serving dishes
 - Linens

Ratio of guests to servers: _____

FLOWERS PLANNER

terminology

Boutonniere . . .	Single flower for men worn on lapel
Corsage	Single flower for women worn on wrist or pinned to breast
Cascade	Blossoms & greenery in teardrop shape
Hand tied	Cut flowers tied with ribbon or fabric, carried
Nosegay	Single flower or small bouquet, carried
Pomander	Round bouquet on a cord usually for flower girls
Spray	Small bunch of gathered flowers, carried
Toss Bouquet . . .	Bouquet or flower thrown to the bridesmaids & bachelorettes

flowers by season

SPRING

Cherry blossom
Daffodil
Dogwood
Forsythia
Hellebore
Hyacinth
Lilac
Lily of the Valley
Muscari
Peony
Quince
Rose
Sweet pea
Tulip
Viburnum

SUMMER

Anemone
Astilbe
Azalea
Calla Lily
Camellia
Cosmos
Daffodil
Dahlia
Daisy
Delphinium
French Tulip
Hollyhock
Hyacinth
Hydrangea
Jasmine
Lady's Mantle
Larkspur
Lilac
Lily of the Valley
Marigold
Mimosa
Pansy
Peony
Primrose
Ranunculus
Scabiosa
Snapdragon
Sweet Pea
Tulip
Violet
Zinnia

FALL

Autumn Leaves
Celosia
(cockscomb)
Chinese Lantern
Chrysanthemum
Crosnia
Dahlia
Hydrangea
Seasonal Berries
Statice
Sunflower
Yarrow

*In California,
most summer
flowers are
also available
in the fall.*

WINTER

Amaryllis
Anemone
Casablanca Lily
Evergreen
Forced Bulbs
Freesia
Gerber Daisy
Heather
Narcissus
Holly (ilex)
Paper-white
Poinsettia
Rose
Stephanotis

YEAR 'ROUND

Baby's breath
Calla Lily
Carnation
Cattlemans
Chrysanthemum
Daisy
Freesia
Gardenia
Gerber daisy
Gladiolus
Iris
Lily
Orchid
Protea
Ranunculus
Rose
September Aster
Snapdragon
Stephanotis
Tuberose

helpers

description

Wedding Coordinator

Cake Cutting Attendant

Gift Table Attendant

Guest Book Attendant

Officiant

Soloists

Musicians

Other

wedding party

description

Bride's Bouquet

Bride's Toss Bouquet

Bride's Going-Away Corsage

Maid/Matron of Honor's Bouquet

Bridesmaids' Bouquets

Flower Girl's Bouquet or Basket

Groom's Boutonniere

Best Man's Boutonniere

Groomsmen's Boutonnieres

Ushers' Boutonnieres

Ring Bearer's Pillow

Ring Bearer's Boutonniere

Mothers' & Grandmothers' Corsages

Fathers' & Grandfathers' Boutonnieres

Other

ceremony

description

Altar/Chuppah

Candles & Holders

Pew/Aisle Markers

Other

reception

description

Entryway

Head Table Centerpiece

Parents' Table Centerpieces

Guest Table Centerpieces

Reception Room Flowers

Cake & Cake Table

Champagne/Punch Table

Gift Table

Guest Book Table

Restroom

Other

MUSIC & ENTERTAINMENT PLANNER

Make song choices before your wedding day. Give a copy of these choices to your musicians and DJs so they can plan accordingly. Include those songs that you do not want to hear that day. Also think about who you want to emcee the event; inform the DJ of these assignments as well.

ceremony

	song/performed by	start time
Prelude		
Processional		
Service		
Recessional		
Postlude		
Other		
Other		
Other		

reception

	song/performed by	start time
Cocktail Hour		
Arrival of Newlyweds		
Couple's First Dance		
Bride & Father Dance		
Groom & Mother Dance		
Guests' First Dance		
Dinner		
Cake Cutting		
Tossing the Bouquet		
Throwing the Garter		
Last Dance		
Other		

PHOTOGRAPHY PLANNER

portraits

BRIDE'S PHOTOS:

- Bride, full-length
- Bride, back of dress
- Bride's bouquet
- Bride with both parents
- Bride with mother & father separately
- Bride with grandparents
- Bride with siblings
- Bride with maid/matron-of-honor
- Bride with each bridesmaid
- Bride with all her attendants
- Bride with groomsmen
- Bride with ring bearer, flower girl

GROOM'S PHOTOS:

- Groom, full-length
- Groom with parents
- Groom with mother & father separately
- Groom with grandparents
- Groom with siblings
- Groom with best man
- Groom with each groomsman
- Groom with all his attendants
- Groom with bridesmaids

BRIDE & GROOM PHOTOS:

- Bride & groom together
- Bride & groom with each set of parents
- Bride & groom with entire wedding party
- Close-up of couple's hands displaying rings
- Signing the marriage certificate

pre-wedding

- Bride getting ready
- Bride putting on veil
- Candid shots of bride preparing & relaxing
- Bride's attendants getting ready
- Groom getting ready
- Groom's attendants getting ready
- Front of ceremony location
- Guests arriving & being seated

reception

- Guests at cocktail party
- Guests signing guest book
- Placecards
- Centerpieces, place settings & plated meals
- Favors
- Toasts
- Bride & Groom listening to toasts
- Group pictures & candid photos throughout reception
- Musicians
- Bride & Groom's first dance
- Bride & Father, Groom & Mother dance
- Guests dancing
- Cake, cake table & cake cutting
- Couple feeding each other cake
- Bouquet toss
- Garter removal & toss
- Sweetheart dance
- Going-away vehicle (especially if decorated)
- Bride & groom in going away clothes
- Newlyweds departing & guests' farewell

ceremony

- Musicians
- Attendants walking to enter ceremony
- Parents being seated
- Candid photos of parents' expressions
- Attendants walking down the aisle
- Child attendants walking down the aisle
- Groom coming down the aisle
- Clergy, groom & best man at altar
- Bride & father walking down aisle
- Father giving bride's hand to groom
- Guests watching the ceremony
- Vow exchange
- Ring ceremony
- Candid photos of bride's/groom's face
- Unity candle ceremony, kiddush cup ceremony, etc.
- Signing of wedding certificate
- Groom kissing the bride
- Recessional
- Guests throwing rice, flower petals, etc.

RECEPTION PLANNER

location

DATES AVAILABLE

LOCATION

- Indoor
 Outdoor
 Same site as ceremony
 Walking distance from ceremony

Within _____ miles of ceremony site

SIZE

- Small (<100)
 Medium (100-250)
 Large (250+)

USED FOR

- Ceremony
 Reception
 Dressing
 Overnight rooms

site services

SERVICES PROVIDED

- Rooms
 Food
 Beverage/Alcohol
 Disabled access
 Adequate parking
 Valet
 Coat check
 On-site wedding coordinator
 Staff to cut the cake
 More than one event at a time

RENTALS AVAILABLE

- Tables
 Chairs & chair covers
 China, glassware, silverware & serving dishes
 Linens

Ratio of guests to servers: _____

decorations

PROVIDED

- Head table
 Guest tables
 Cake table
 Guest book table

BRINGING OWN DECORATIONS

What are decorating restrictions?

When can decorations/favors come in?

style

RECEPTION

- Old-world, ornate
 Modern
 Formal
 Rustic
 Fun, funky
 Casual
 Intimate

SITE FEATURES

- Great entrance
 Chandeliers
 Marble
 Piano
 Balcony
 Fabulous staircase
 Fireplace
 Hardwood floors
 Great view
 Stunning windows/window treatment
 Nice changing area/restrooms
 Dance floor meets my size requirements

COLOR SCHEME

- Pastels
 Jewel tones
 Neutral tones
 Bold/bright

VIDEOGRAPHY PLANNER

photos for slideshow

- Bride as baby
- Groom as baby
- Bride's childhood
- Groom's childhood
- Wedding photo of bride's parent's
- Wedding photo of groom's parent's

- Early days as a couple
- Bachelor/Bachelorette parties

Other: _____

bride dressing at home

Date: _____

Time: _____

Location: _____

Special Requests: _____

reception

Date: _____

Time: _____

Location: _____

- Guests arriving
- Announcing newlyweds & wedding party
- Toasts
- First dance
- Cake cutting ceremony
- Bouquet & garter ceremonies
- Wedding wishes from individual guests
- Guests dancing
- Guests dining tables
- Bride & Groom saying good-byes & leaving

Special Requests: _____

ceremony

Date: _____

Time: _____

Location: _____

- Guests arriving
- Wedding party preparing
- Ceremony
- Guests leaving

Special Requests: _____

WEDDING ATTIRE

bride

	<i>description</i>	<i>size</i>
Gown		
Headpiece		
Veil		
Lingerie (bra, bustier, slip, petticoat)		
Hosiery		
Garter		
Shoes		
Jewelry & Accessories		
Wrap, Jacket or Gloves		
Other		

bride's attendants

	<i>description</i>	<i>size</i>	<i>size</i>	<i>size</i>	<i>size</i>
Gown					
Lingerie (bra, bustier, slip, petticoat)					
Hosiery					
Shoes					
Jewelry & Accessories					
Other					

name name name name

groom

	<i>description</i>	<i>size</i>
Coat		
Shirt		
Vest		
Trousers		
Cummerbund		
Neckwear		
Cufflinks		
Socks & Shoes		
Other		
Other		

groom's attendants

	<i>description</i>	<i>size</i>	<i>size</i>	<i>size</i>	<i>size</i>
Coat					
Shirt					
Vest					
Trousers					
Cummerbund					
Neckwear					
Cufflinks					
Socks & Shoes					
Other					

name name name name

KEEPING TRACK

vendors

	Name / Phone	Payment Information		
		Date	Amount	Bal. Due
Cake				
Catering				
Ceremony Site				
Flowers				
Formalwear				
Gown				
Hair/Makeup				
Music - Ceremony				
Music - Reception				
Officiant				
Photographer				
Reception Site				
Rental				
Transportation				
Videographer				
Wedding Coordinator				

wedding party

	Name	Phone
Bridesmaids		
Groomsmen		
Ushers		