Wedding Planning Guide

From MyOnlineWeddingHelp.com

When planning a wedding it's easy to let something slip through the cracks. You think of it to late or overlook it. Either way, you end up paying ... with higher costs or by missing out on what you wanted. Avoid the pitfalls by using this guide to help you stay organized as you plan your wedding.

Follow the links in this guide for ideas & inspiration or to shop.

Wedding Planning Action	Doing it?	Did it!
We're Engaged!		
• Announce to Family and Friends	_____	_____
• Set the Date MyOnlineWeddingHelp.com/save-date	_____	_____
• Buy Engagement Ring(s) or Wedding Set	_____	_____
• Have Engagement Photos Taken	_____	_____

Let's Get the Ball Rolling!

- Number of Guests
- Budget | MyOnlineWeddingHelp.com/calculator
  Who's paying for what and/or contributing:

_____
_____
_____
_____
_____
_____
_____

- The Wedding Party
  - Maid/matron of honor and bridesmaids
    MyOnlineWeddingHelp.com/bridesmaid-proposal
  - Best man and groomsmen
  - Flower girl and ring bearer
  - Ushers
- Venue
  - Ceremony (Deposit of $_____due by _____)
  - Reception (Deposit of $_____due by _____)
- Open a Pinterest account
  Pinterest.com/YourWeddingHelp

Notes and Numbers

_____
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We're Picking These Pros & Vendors.	Having One?	Agreement Signed!
• Officiant _____	_____	_____
• Planner _____ Deposit of $_____due by _____	_____	_____
• Caterer _____ Deposit of $_____due by _____	_____	_____
• Bartender _____	_____	_____
• Cake Baker _____ Deposit of $_____due by _____	_____	_____
• Photographer _____ Deposit of $_____due by _____	_____	_____
• Videographer _____ Deposit of $_____due by _____	_____	_____
• Florist _____ Deposit of $_____due by _____	_____	_____
• Band or DJ _____ Deposit of $_____due by _____	_____	_____
• Hair Stylist	_____	_____
• Make-up Artist	_____	_____
• Limosine / Other Transportation	_____	_____
• Miscellaneous Rentals Name: _____ Deposit of $_____due by _____	_____	_____
Name: _____ Deposit of $_____due by _____	_____	_____

Here's What We're Doing Ourselves.	Doing It?	Done!
• Food Appetizers _____	_____	_____
Entree(s) _____	_____	_____
Side Dishes _____	_____	_____
Dessert _____	_____	_____
• Cake | MyOnlineWeddingHelp.com/toppers	_____	_____
• Drinks	_____	_____
• Photos	_____	_____
• Video	_____	_____

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• Flowers		
Bouquets and corsages	_____	_____
Boutonnieres	_____	_____
Floral centerpieces	_____	_____
Floral decorations: ceremony	_____	_____
Floral decorations: reception	_____	_____
• Music / Entertainment	_____	_____
• Hair	_____	_____
• Make-Up	_____	_____
• Favors | MyOnlineWeddingHelp.com/favors	_____	_____
• Non-Floral Centerpieces	_____	_____
• Non-Floral Decorations	_____	_____
Other Items to Choose and Buy.	**Need It?**	**Got it!**
• Wedding Bands		
Hers: MyOnlineWeddingHelp.com/her-bands	_____	_____
His: MyOnlineWeddingHelp.com/his-bands	_____	_____
• Invitations		
MyOnlineWeddingHelp.com/DIY-invites	_____	_____
• Wedding Programs		
MyOnlineWeddingHelp.com/programs	_____	_____
• Thank You Notes		
MyOnlineWeddingHelp.com/thanks	_____	_____
Wedding Party Attire		
• Bride(s)	_____	_____
Gown	_____	_____
Veil	_____	_____
Headpiece	_____	_____
Shoes	_____	_____
Jewelry	_____	_____
Garter	_____	_____
• Groom(s) and groomsmen		
Tuxedos or suits	_____	_____
Shirts	_____	_____
Cummerbunds or vests	_____	_____
Ties	_____	_____
Cuff links: MyOnlineWeddingHelp.com/cufflinks	_____	_____
Shoes	_____	_____
• Bridesmaids		
Dresses	_____	_____
Shoes	_____	_____
Hair decor	_____	_____
Jewelry	_____	_____
• Flower girl		
Dress: MyOnlineWeddingHelp.com/flower-girl-dresses	_____	_____
Shoes	_____	_____
Tiara	_____	_____
• Ring bearer		
Clothes: MyOnlineWeddingHelp.com/ring-bearer-outfits	_____	_____
Shoes	_____	_____

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Supplies and Decorations		
• Ceremony Supplies and Decorations		
Guest book | MyOnlineWeddingHelp.com/guestbooks	_____	_____
Ring bearer pillow	_____	_____
Flower girl basket	_____	_____
Aisle runner	_____	_____
Pew decorations	_____	_____
Sand ceremony or unity candle set	_____	_____
• Reception Decorations (or DIY supplies to make)		
Entrance arch or other decoration	_____	_____
Backdrops	_____	_____
Lighting	_____	_____
Wall decor	_____	_____
Ceiling drape	_____	_____
Head table decor	_____	_____
Centerpieces	_____	_____
Table numbers	_____	_____
Chair covers and sashes	_____	_____
• Reception Supplies (or DIY supplies to make)		
Placecards or escort cards	_____	_____
Card box	_____	_____
Favors	_____	_____
Menus	_____	_____
Tableclothes	_____	_____
Silverware or plastic cutlery	_____	_____
Cake serving set	_____	_____
Plates	_____	_____
Glassware	_____	_____

Let's Not Forget to Do This!	Doing It?	Did it!
• Finalize Guest List	_____	_____
• Send Save the Dates: MyOnlineWeddingHelp.com/save-date	_____	_____
• Register for Gifts	_____	_____
• Research and Buy Wedding License	_____	_____
• Arrange Accomodations		
For out-of-town guests	_____	_____
For honeymoon	_____	_____
• Plan Rehearsal Dinner	_____	_____
• Choose and Order Wedding Party Gifts MyOnlineWeddingHelp.com/wpgifts		
Parents/grandparents	_____	_____
Bridesmaids/groomsmen	_____	_____
Flower girl/ring bearer	_____	_____
• Choose Music for Ceremony and Reception	_____	_____
• Make a Seating Plan		
• Officially Change Name | MyOnlineWeddingHelp.com/name	_____	_____

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Last Minute Details (week before).	Doing It?	Did it!
• Review Details With All Pros, Vendors, and Rentals	_____	_____
• Assure Wedding Party Has Complete Ensembles		
Bride(s)	_____	_____
Groom(s)	_____	_____
Bridesmaids	_____	_____
Groomsmen	_____	_____
Flower girl	_____	_____
Ring bearer	_____	_____
Her mom(s)	_____	_____
His mom(s)	_____	_____
Her dad(s)	_____	_____
His dad(s)	_____	_____
• Organize Cash Fees and Tips Into Envelopes		
Clergy/officiant	_____	_____
Driver(s)	_____	_____
Bartender	_____	_____
Musicians	_____	_____
Other	_____	_____
• Pack for Wedding Night and Honeymoon	_____	_____
• Arrange for Mail to be Held	_____	_____
• Gather Everything for Rehearsal and Ceremony	_____	_____
• Put Together a Bridal Emergency Kit	_____	_____

Last Second Details (day before).	Doing It?	Did it!
• Give Lead Attendants Wedding Bands	_____	_____
• Assign People to Important Tasks		
Marriage license to officiant/clergy	_____	_____
Miscellaneous items to ceremony and reception	_____	_____
Coordinate wedding party transportation	_____	_____
Tips and remaining payments paid	_____	_____
Gifts moved after reception	_____	_____
Rentals returned	_____	_____
• Get Last Minute Beauty Treatments	_____	_____
• Attend Rehearsal and Dinner	_____	_____
• Go To Bed Early!	_____	_____

The next critical step in your wedding planning process, after creating a checklist, is to develop a budget.

Make your free, custom wedding budget at:
MyOnlineWeddingHelp.com/calculator

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