

# **Wedding Planning Cheat Sheet**

## 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 cheat sheet to help you stay organized as you plan your wedding.

Follow the links on the cheat sheet for ideas & inspiration or to shop.				
	Wedding Planning Action	Doing it?	Did it!	
• • • • • • • • • • • • • • • • • • •	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!		Notes and	Numbers	
•	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			
	Timerest.com/Tourweatingriesp			

We're Picking These Pros & Vendors.	Having One?	Agreement Signed!
Officiant		
Planton		
Planner		
due by		
• Caterer		
Deposit of \$due by		
Bartender		
Cake Baker		
Photographer		
Deposit of \$due by		
Videographer		
• Florist		
1101101		
Deposit of \$due by		
Band or DJ		
Democit of the due has		
Deposit of \$due by • Hair Stylist		
Make-up Artist		
Limosine / Other Transportation		
Miscellaneous Rentals		
Name:		
Deposit of \$due by		
Name: Deposit of \$due by		
Deposit of \$due by		
Here's What We're Doing Ourselves.	Doing It?	Done!
• Food		
Appetizers		
<del></del>		
Entree(s)		
Side Dishes		
Dessert		
Cake   MyOnlineWeddingHelp.com/toppers		
<ul><li>Drinks</li><li>Photos</li></ul>		
<ul><li>Photos</li><li>Video</li></ul>		
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•	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		
_			
O	ther 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		
W	edding 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		
<ul> <li>Reception Supplies (or DIY supplies to make)</li> <li>Placecards or escort cards</li> </ul>		
Card box	<del></del>	
Favors Menus		
Tableclothes	<del></del>	
Silverware or plastic cutlery		
Cake serving set Plates		
Glassware		
Glassware		
Let's Not Forget to Do This!	Doing It?	Did it!
_	Doing It:	Dia it.
Finalize Guest List		
• Send Save the Dates   MyOnlineWeddingHelp.com/save-date		
<ul> <li>Register for Gifts</li> </ul>		
<ul> <li>Research and Buy Wedding License</li> </ul>		
Arrange Accomodations		
For out-of-town guests		
For honeymoon		
Plan Rehearsal Dinner		
<ul> <li>Choose and Order Wedding Party Gifts</li> </ul>		
MyOnlineWeddingHelp.com/wpgifts		
Parents/grandparents		
Bridesmaids/groomsmen		
Flower girl/ring bearer		
Flower girl/ring bearer • Choose Music for Ceremony and Reception		
Flower girl/ring bearer  Choose Music for Ceremony and Reception  Make a Seating Plan		
Flower girl/ring bearer • Choose Music for Ceremony and Reception		

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		
Tut Together a Bridar Emergency Kit		
Loot Second Details (day before)	Doing H2	Did it!
Last Second Details (day before).	Doing It?	Dia it:
Give Lead Attendants Wedding Bands		
Assign People to Important Tasks		
Marriage license to officiant/clergy	<del></del>	
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!		
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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: <u>MyOnlineWeddingHelp.com/calculator</u>