



bhg.com's
ULTIMATE
Wedding Planner

COUNTDOWN

BUDGET

REGISTRY CHECKLIST

FLOWERS

PHOTOGRAPHY CHECKLIST

GUESTS

TABLE ASSIGNMENTS

NOTES



WEDDING PLANNING MADE EASY



countdown

12+ months before

DATE.....

- ◇ Start envisioning your big day.
- ◇ Set a budget.
- ◇ Pick a date. Choose several then check with your vendors and important guests to narrow down the date.
- ◇ Choose and book ceremony and reception sites.
- ◇ Start researching vendors in local bridal magazines/websites.
- ◇ If you're planning a destination wedding, start researching locations.
- ◇ Put together a guest list (this will help when you set your budget).
- ◇ Ask your friends to be in the wedding party.
- ◇ Have an engagement party (make sure to register for gifts).

8-12 months before

DATE.....

- ◇ Book your wedding vendors: photographer, videographer, band or DJ, florist.
- ◇ Start pulling images of your floral decor.
- ◇ Order your wedding dress.
- ◇ Start looking for bridesmaids dresses.
- ◇ Reserve hotel rooms for out-of-town guests.
- ◇ Choose your wedding cake.
- ◇ Start planning your honeymoon (apply for passport, if needed).
- ◇ Register for gifts.

6-8 months before

DATE.....

- ◇ Place order for bridesmaids dresses.
- ◇ Send Save the Dates cards (6 month mark).
- ◇ Book your honeymoon.
- ◇ Narrow down your reception menu.
- ◇ Finalize your flower order.
- ◇ Finalize your registry.
- ◇ Attend pre-marital counseling sessions if required.

4-6 months before

DATE.....

- ◇ Order wedding invitations and other stationery.
- ◇ Purchase wedding bands.
- ◇ Book a hotel for your wedding night.
- ◇ Purchase or place the order for the groom and groomsmen attire.
- ◇ Choose your favors.
- ◇ Pick out gifts for your attendants.
- ◇ Book make-up artist and hairstylist.
- ◇ Book ceremony musicians.

1-3 months before

DATE.....

- ◇ Order wedding cake.
- ◇ Attend showers.
- ◇ Book wedding day transportation.
- ◇ Mail your invitations (6 to 8 weeks in advance).
- ◇ Do a test run with your hair stylist.
- ◇ Book a test run with your makeup artist.
- ◇ Start planning your ceremony including readings and vows.
- ◇ Start your dress fittings (bring your wedding day lingerie for your fittings).
- ◇ Obtain your marriage license (schedule a blood test – if the state you live in requires one).
- ◇ Print programs.
- ◇ Buy or make a guest book.
- ◇ Check and restock your registry if needed.
- ◇ Write thank you notes as presents are received.
- ◇ Make sure bridesmaids have received dresses.
- ◇ Check in with vendors (1 month).

two weeks before

DATE.....

- ◇ Follow up with guests who have not responded.
- ◇ Notify caterer of your final guest count.
- ◇ Begin planning your seating arrangement.
- ◇ Start writing toasts.
- ◇ Give menu cards, place cards and other reception items to your caterer for set up.
- ◇ Confirm pick-up and drop-off times with limo company.
- ◇ Make place cards.

one week before

DATE.....

- ◇ Touch base with vendors.
- ◇ Confirm schedule with reception site and other vendors (send a time line to everyone involved).
- ◇ Get gown pressed or pick up from bridal store.
- ◇ Pick up tuxes (2 days before).
- ◇ Plan a spa day for bridesmaids
- ◇ Deliver welcome baskets to the hotels for out-of-town guests.
- ◇ Pack for honeymoon.
- ◇ Confirm last minute details with your caterer.
- ◇ Prepare an emergency kit with items such as safety pins and stain remover.

day before

DATE.....

- ◇ Write final checks (sort in envelopes by vendor).
- ◇ Attend rehearsal and rehearsal dinner.
- ◇ Present attendants their gifts.
- ◇ Get a good night sleep.

your wedding day

DATE.....

- ◇ Enjoy yourself!

budget

ceremony

	BUDGET	ACTUAL
Ceremony Location
Officiate/Judge/Clergy
Marriage License
Reception Location Fee
SUBTOTAL	_____	_____

reception

	BUDGET	ACTUAL
Reception Location Fee
Food
Bar
Cake
Rentals
SUBTOTAL	_____	_____

attire

	BUDGET	ACTUAL
Dress
Veil
Headpiece
Accessories
Additional Lingerie
Hair
Make-up
Groom's Tux or Suit
Groom's Accessories
Bridesmaids Dresses (optional)
SUBTOTAL	_____	_____

flowers & decor

	BUDGET	ACTUAL
Bride's Bouquet
Bridesmaids Bouquets
Boutonnieres
Flower Girls
Corsages
Ceremony Decor
Reception Decor
SUBTOTAL	_____	_____

photographer

	BUDGET	ACTUAL
Photographer's Fee
Album
Parents Album
Videographer
SUBTOTAL	_____	_____

stationary

	BUDGET	ACTUAL
Save-the-Date
Invitations
Thank You Cards
Programs
Place Cards
Menu Cards
SUBTOTAL	_____	_____

rings

	BUDGET	ACTUAL
Bride's Wedding Band
Grooms Wedding Band
SUBTOTAL	_____	_____

gifts

	BUDGET	ACTUAL
Bridesmaids Gifts
Groomsmen Gifts
Parents Gifts
Favors
SUBTOTAL	_____	_____

transportation/hotels

	BUDGET	ACTUAL
Guest Shuttle (optional)
Limos (optional)
Hotel Room
SUBTOTAL	_____	_____

total

	BUDGET	ACTUAL
	_____	_____

registry checklist

fine china & dinnerware

- ◇ 12 – 5-pc Formal china place setting
- ◇ 12 – 5-pc Casual place setting
- ◇ Coffeepot
- ◇ Teapot
- ◇ Gravy boat and stand
- ◇ Salt and pepper shakers
- ◇ 2 – Serving platter
- ◇ Sugar bowl and creamer
- ◇ 3 – Serving bowl
- ◇ Salad bowl
- ◇ 2 – Serving tray
- ◇ Soup tureen
- ◇ Butter dish
- ◇ Cake plate
- ◇ 8 – Espresso cup and saucer

flatware

- ◇ 12 – 5-piece setting: dinner fork, salad fork, tablespoon, teaspoon, knife.
- ◇ 12 – Butter knife
- ◇ Salad servers
- ◇ 2 – Serving spoon
- ◇ Slotted serving spoon
- ◇ 2 – Serving fork
- ◇ Ladle

glassware & barware

- ◇ 14 – Wineglass
- ◇ 14 – Water goblet
- ◇ 8 – Champagne flutes
- ◇ 12 – Double old-fashioned glasses
- ◇ 12 – Iced beverage
- ◇ 6 – Margarita
- ◇ 6 – Martini
- ◇ 12 – Highball
- ◇ 6 – Juice glass
- ◇ 6 – Beer mug or pilsner
- ◇ 12 – Casual drinking glass
- ◇ Cocktail shaker
- ◇ Ice bucket and tongs
- ◇ Jigger and bar tools

kitchenware

- ◇ Blender
- ◇ Coffeemaker
- ◇ Coffee grinder
- ◇ Tea kettle
- ◇ Food processor
- ◇ Hand mixer
- ◇ Slow cooker
- ◇ Toaster
- ◇ 4-or 5-inch skillet
- ◇ 10-or 12-inch skillet
- ◇ 2-or 3-quart saucepan with lid
- ◇ Stock pot with pasta insert
- ◇ Dutch oven (4- to 6-quarts)
- ◇ Roasting pan
- ◇ Steamer insert
- ◇ Colander
- ◇ Casserole dish
- ◇ 2 of each – Baking sheets, cake pans, and muffin tins
- ◇ 2 sets of – Nesting bowls
- ◇ Measuring cups/spoons
- ◇ Set of steak knives
- ◇ Chef's knife
- ◇ Bread knife
- ◇ Paring knife
- ◇ Utility knife
- ◇ Sharpening tool
- ◇ Pair of kitchen shears

bed & bath

- ◇ 4 – Sheet set
- ◇ Duvet or down comforter
- ◇ Bedcover
- ◇ Bed skirt
- ◇ 2 – Mattress pad
- ◇ 2 – Blanket
- ◇ 6 – Pillow
- ◇ 3 – Decorative pillow
- ◇ 6 – Bath towel
- ◇ 6 – Hand towel
- ◇ 4 – Washcloth
- ◇ 6 – Guest towel
- ◇ Bath mat
- ◇ Shower curtain
- ◇ Scale
- ◇ Hamper

flowers

bouquets

	QUANTITY	DESCRIPTION
Bride	_____	_____
Maid (or Matron) of Honor	_____	_____
Bridesmaids	_____	_____
Flower Girl(s)	_____	_____
Junior Bridesmaid(s)	_____	_____
Tossing Bouquet	_____	_____

boutonnieres

	QUANTITY	DESCRIPTION
Groom	_____	_____
Best Man	_____	_____
Groomsman(men)	_____	_____
Usher(s)	_____	_____
Father(s)	_____	_____
Stepfather(s)	_____	_____
Grandfather(s)	_____	_____
Other Key Men (ring bearer, readers, et al.)	_____	_____

corsages

	QUANTITY	DESCRIPTION
Mother(s)	_____	_____
Stepmother(s)	_____	_____
Grandmother(s)	_____	_____
Other Special Women (soloist, et al.)	_____	_____

hair ornaments

	QUANTITY	DESCRIPTION
Bride	_____	_____
Maid (or Matron) of Honor	_____	_____
Bridesmaid(s)	_____	_____
Flower Girl(s)	_____	_____
Junior Bridesmaid(s)	_____	_____

ceremony

	QUANTITY	DESCRIPTION
Entrance Wreath	_____	_____
Railing Garlands	_____	_____
Pew Ends	_____	_____
Altar Arrangements	_____	_____
Huppah	_____	_____
Archway	_____	_____
Candelabra	_____	_____
Petals for Runner and Flower Girl (number of bags)	_____	_____

reception

	QUANTITY	DESCRIPTION
Entryway Arrangements	_____	_____
Head Table Arrangements	_____	_____
Centerpiece Arrangements	_____	_____
Railing Garlands	_____	_____
Buffet Table Decorations	_____	_____
Bar Decorations	_____	_____
Drink Garnishes	_____	_____
Bathroom Bud Vases	_____	_____
Tent Decor	_____	_____
Cake Table Decorations	_____	_____
Wedding Cake Decorations	_____	_____
Car Decorations	_____	_____

other

	QUANTITY	DESCRIPTION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

photography checklist

portraits

- ◇ Bride
- ◇ Details of Bride's dress
- ◇ Bride with Maid of Honor
- ◇ Bride with Bridesmaids
- ◇ Bride with Parents
- ◇ Bride with Grandparents and other Family
- ◇ Groom
- ◇ Groom with Best Man
- ◇ Groom with Groomsmen and Ushers
- ◇ Groom with Parents
- ◇ Groom with Grandparents and other Family
- ◇ Entire wedding party
- ◇ Bride & Groom with Bride's Parents
- ◇ Bride & Groom with Brides Family
- ◇ Bride & Groom with Groom's Parents
- ◇ Bride & Groom with Groom's Family
- ◇ Bride & Groom with both sets of Parents
- ◇ Bride & Groom with both sets of Family

before the ceremony

- ◇ Bride getting make-up done
- ◇ Bride and bridesmaids getting ready
- ◇ Bride putting on her dress
- ◇ Mother of Bride and Groom getting ready
- ◇ Mothers helping Bride
- ◇ Bride leaving for the ceremony
- ◇ Groom and attendants getting ready
- ◇ Groom leaving for the ceremony

at the wedding

- ◇ Wedding programs
- ◇ Ceremony site details
- ◇ Flower details
- ◇ Guests being seated
- ◇ Both sets of parents entering
- ◇ Groom waiting for bride
- ◇ Bridal party walking down the aisle
- ◇ Bride walking down the aisle
- ◇ Wedding kiss
- ◇ Vows
- ◇ The recessional
- ◇ Signing the wedding certificate

at the reception

- ◇ Cocktail hour
- ◇ Cocktail hour decor
- ◇ Reception site over
- ◇ Reception details (place cards, favors, centerpieces)
- ◇ Toasts
- ◇ First dance
- ◇ Father/Daughter dance
- ◇ Mother/Son dance
- ◇ Guest dancing
- ◇ Cake and Groom's Cake
- ◇ Cutting the cake
- ◇ Bride and Groom leaving the wedding

guests

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Address _____
City _____ State _____ Zip _____
Inner Envelope Names _____

GIFT _____

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◇ WEDDING THANK YOU

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A large rectangular area with a light blue scalloped border and a dotted inner line. The area contains 25 horizontal blue lines for writing notes.