

EVENTS WARIDI

wedding planning wedding coordination
event planning event coordination



The Wedding Workbook

Wedding Services Checklist



Use the wedding services checklist to choose your wedding service providers

ATTIRE

<input type="checkbox"/>	Gown
<input type="checkbox"/>	Bridal Shoes
<input type="checkbox"/>	Bridal undergarments
<input type="checkbox"/>	Lingerie
<input type="checkbox"/>	Bridal Accessories
<input type="checkbox"/>	Jewelry
<input type="checkbox"/>	Bridal headpiece/veil
<input type="checkbox"/>	Bridal gloves
<input type="checkbox"/>	Bridal Makeup
<input type="checkbox"/>	Bridal hair & beauty
<input type="checkbox"/>	Bridal gown alterations
<input type="checkbox"/>	Evening outfit
<input type="checkbox"/>	Honeymoon clothes
<input type="checkbox"/>	Grooms hair & grooming
<input type="checkbox"/>	Groom's tux

WEDDING RINGS & GIFTS

<input type="checkbox"/>	Brides's wedding ring
<input type="checkbox"/>	Groom's wedding ring
<input type="checkbox"/>	Engraving services
<input type="checkbox"/>	Bridal party gifts

STATIONARY

<input type="checkbox"/>	Wedding invitations
<input type="checkbox"/>	Wedding thank you cards
<input type="checkbox"/>	Gift table registry book
<input type="checkbox"/>	Wedding programs
<input type="checkbox"/>	Wedding maps
<input type="checkbox"/>	Money envelopes
<input type="checkbox"/>	Wedding gift stickies
<input type="checkbox"/>	Wedding menu
<input type="checkbox"/>	Wedding table numbers

RECEPTION

<input type="checkbox"/>	Reception site fees
<input type="checkbox"/>	Non floral décor (draperies)
<input type="checkbox"/>	Chairs & tables services
<input type="checkbox"/>	Tents services
<input type="checkbox"/>	Mobile loos hire
<input type="checkbox"/>	Bar tender
<input type="checkbox"/>	Catering Services
<input type="checkbox"/>	Security
<input type="checkbox"/>	Wedding cake
<input type="checkbox"/>	Floral decorations
<input type="checkbox"/>	Crockery/ Cutlery hire

PHOTOGRAPHY & VIDEOGRAPHY

<input type="checkbox"/>	Photography Services
<input type="checkbox"/>	Videography Services
<input type="checkbox"/>	Engagement Photoshoot
<input type="checkbox"/>	Boudoir Photography

TRANSPORTATION SERVICES

<input type="checkbox"/>	Wedding convoy hire
<input type="checkbox"/>	Chauffeur services
<input type="checkbox"/>	Guest transportation

GIFTS & FAVORS

<input type="checkbox"/>	Attendant gifts
<input type="checkbox"/>	Gift for fiancée
<input type="checkbox"/>	Favors

MISCELLANEOUS

<input type="checkbox"/>	Wedding planner & organiser
<input type="checkbox"/>	Wedding emergency cash
<input type="checkbox"/>	Wedding security services
<input type="checkbox"/>	Gift registry costs

CEREMONY

<input type="checkbox"/>	Ceremony venue fees
<input type="checkbox"/>	Marriage license
<input type="checkbox"/>	Ceremony accessories
<input type="checkbox"/>	Officiant fees
<input type="checkbox"/>	Marriage counselling fees

ENTERTAINMENT

<input type="checkbox"/>	Ceremony Dj
<input type="checkbox"/>	Ceremony Choir
<input type="checkbox"/>	Reception Band
<input type="checkbox"/>	Reception Dj
<input type="checkbox"/>	Mcee services
<input type="checkbox"/>	Lighting/ Stage hire

EVENING RECEPTION/ PARTY

<input type="checkbox"/>	Venue hire
<input type="checkbox"/>	Catering services
<input type="checkbox"/>	Bar Services
<input type="checkbox"/>	Dancefloor setup
<input type="checkbox"/>	Djs

PHOTOGRAPHY

<input type="checkbox"/>	Bridal portraits
<input type="checkbox"/>	Reception
<input type="checkbox"/>	Ceremony
<input type="checkbox"/>	Photo albums
<input type="checkbox"/>	Engagement portraits

RINGS

<input type="checkbox"/>	Wedding bands
<input type="checkbox"/>	Engagement ring
<input type="checkbox"/>	Engraving

Wedding Budget Summary



Use the wedding budget to monitor your wedding expenses

WEDDING SERVICE/ PRODUCT	Estimate Amount	Actual amount	% OF TOTAL
1. Wedding reception venue			
2. Wedding Cake			
3. Wedding Catering services			
4. Wedding tents, chairs & tables			
5. Wedding décor			
6. Wedding ceremony venue			
7. Wedding officiant fees.			
8. Wedding ceremony licences/ certificate			
9. Wedding attire, hair & beauty			
10. Wedding photography & videography			
11. Wedding music & entertainment			
12. Wedding dinner/ evening reception			
13. Wedding rings			
14. Wedding transportation services			
15. Wedding sound and lighting			
16. Wedding stationery			
17. Wedding honeymoon			
18. Wedding sanitation services			
19. Wedding favors			
20. Wedding miscellaneous fees			
TOTALS			

Additional Notes

Wedding Timelines



Use the the following checklist to keep track of your wedding duties

12-6 MONTHS BEFORE WEDDING DAY

<input type="checkbox"/>	Select wedding date	<input type="checkbox"/>	Selection and booking of wedding caterer
<input type="checkbox"/>	Announce engagement	<input type="checkbox"/>	Selection and booking of florist & décor vendor
<input type="checkbox"/>	Select bridal party members	<input type="checkbox"/>	Selection and booking of wedding cake vendor
<input type="checkbox"/>	Hire wedding planner/ consultant	<input type="checkbox"/>	Selection and booking of wedding stationer
<input type="checkbox"/>	Compile wedding guest list	<input type="checkbox"/>	Selection and booking of wedding day favors
<input type="checkbox"/>	Create wedding budget	<input type="checkbox"/>	Selection and booking of wedding mcee and dj
<input type="checkbox"/>	Create wedding theme, color scheme, style	<input type="checkbox"/>	Selection and booking of sanitation services
<input type="checkbox"/>	Definition of bride and groom's duties	<input type="checkbox"/>	Selection of marquee, tents and chairs vendor
<input type="checkbox"/>	Creation of wedding program, card, menu	<input type="checkbox"/>	Selection and booking of wedding transport
<input type="checkbox"/>	Start of traditional wedding negotiations	<input type="checkbox"/>	Selection and booking of bridal party attire
<input type="checkbox"/>	Booking of wedding ceremony officiant	<input type="checkbox"/>	Selection and booking of bridal gown & accessories
<input type="checkbox"/>	Selection and booking of wedding ceremony venue	<input type="checkbox"/>	Planning and booking of wedding honeymoon
<input type="checkbox"/>	Selection and booking of videographer & photographer	<input type="checkbox"/>	Setting up of wedding gift registry

5-1 MONTH BEFORE WEDDING DAY

<input type="checkbox"/>	Printing and distribution of wedding invitations	<input type="checkbox"/>	Scheduling of hair and beauty appointments
<input type="checkbox"/>	Finalisation and printing of wedding program & menu	<input type="checkbox"/>	Finalisation of all ushers and wedding vendor duties
<input type="checkbox"/>	Conclusion of wedding ceremony details with officiant	<input type="checkbox"/>	Wedding day rehearsal
<input type="checkbox"/>	Writing of wedding vows	<input type="checkbox"/>	Final bridal gown fitting
<input type="checkbox"/>	Planning of wedding day rehearsal	<input type="checkbox"/>	Finalisation of guest count and seating arrangements
<input type="checkbox"/>	Purchase and engraving of wedding bands	<input type="checkbox"/>	Shopping and packing for honeymoon
<input type="checkbox"/>	Obtaining of the marriage license certificate	<input type="checkbox"/>	Purchase of ceremony items e.g. unity candles
<input type="checkbox"/>	Booking of honeymoon schedule	<input type="checkbox"/>	Coming up with final tentative guest count
<input type="checkbox"/>	Obtaining of all honeymoon travel documents	<input type="checkbox"/>	Final alterations of wedding party outfits

WEDDING DAY DUTIES

<input type="checkbox"/>	The bride should give the maid of honor the groom's ring
<input type="checkbox"/>	The groom should give the bestman the bride's ring
<input type="checkbox"/>	Bride and groom should be all packed up in preparation for the honeymoon
<input type="checkbox"/>	All deposits to the wedding service providers should be cleared
<input type="checkbox"/>	A final duty run through should be done by the wedding coordinator
<input type="checkbox"/>	ENJOY YOUR WEDDING DAY

