



*Wedding
Planner*

Bride

Groom

Wedding Date

WEDDING TIMELINE

- 6 Months or More Ahead**
- Submit engagement announcement on BlackHillsBride.com
 - Take engagement photos
 - Think about the style of wedding you want—formal or informal, big or small—and the season it will take place
 - Set budget
 - Hire wedding coordinator, if desired
 - Compile guest list, and organize addresses
 - Finalize wedding date and time
 - Choose color, theme, and size of wedding
 - Reserve ceremony and reception sites
 - Choose attendants
 - Order dress and accessories, including veil and shoes
 - Book officiant
 - Book caterer
 - Book florist
 - Book music for ceremony and reception
 - Book photographer and videographer
 - Meet with clergy or officiant for pre-marital counseling requirements and begin classes
 - Arrange the transportation for the wedding day
 - Discuss honeymoon, apply for passport if needed
 - Send save-the-dates, if using

- 4 to 6 Months Ahead**
- Reserve rental equipment, such as tables, chairs and tents
 - Order stationery, including invitations, and thank you notes
 - Register for gifts
 - Purchase wedding rings and arrange engraving, if needed
 - Purchase or reserve groom's attire
 - Choose attendants' attire
 - Help mothers choose their dresses.
 - Book hair, nail and makeup appointments
 - Order wedding cake
 - Choose favors
 - Book a room for wedding night
 - Reserve accommodations for out-of-town guests
 - Sign up for dance lessons

- 2 to 4 Months Ahead**
- Select songs for ceremony, dinner and dances
 - Finalize details with florist, DJ, photographer, caterer
 - Finalize menu with caterer
 - Discuss service with officiant
 - Choose readings for ceremony
 - Try out makeup and hair style
 - Schedule a session with your videographer to film video for the rehearsal dinner/reception
 - Mail invitations

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NOTES

1 to 2 Months Ahead

- Buy guest book, unity candle, toasting glasses, cake knife and server, flower girl/ring bearer accessories
- Confirm ceremony details
- Prepare printed program for ceremony
- Schedule rehearsal time and rehearsal dinner
- Invite wedding party and guests to rehearsal dinner
- Complete documents for legal name change, change of address
- Obtain marriage license, and request certified copies
- Pick up rings and check engraving
- Confirm details with the florist, caterer, entertainers, and officiant
- Buy gifts for attendants, flower girl, ring bearer, fiancé, parents

2 Weeks Ahead

- Have final dress fitting with shoes, accessories, and lingerie
- Have fittings for tuxedos and attendants' dresses
- Submit list of must-take shots to photographer and videographer
- Follow up on missing RSVPs
- Arrange seating chart and place cards
- Create wedding day schedule; share with wedding party and vendors
- Notify caterer of final guest count
- Find out where your guests will be staying, if you plan to deliver welcome bags to their rooms

1 Week Ahead

- Pick up dress
- Pick up the rings
- Write rehearsal dinner and wedding toasts
- Finalize seating plan
- Get manicure and pedicure
- Pack for honeymoon
- Write thank you notes as you receive gifts
- Verify transportation to and from ceremony

Day Before

- Deliver out-of-town guest gift baskets to hotel
- Attend ceremony rehearsal
- Hold rehearsal dinner and give gifts to wedding party
- Prepare tip envelopes and arrange for someone to distribute them

Wedding Day

- Eat breakfast
- Get hair and makeup done
- Get dressed
- Relax and enjoy the day
- Give your vows to your Maid of Honor
- Exchange a note/gift with your groom

NOTES

SHARING THE COSTS

The most useful approach for a bride and groom to take with their families is to be communicative, realistic, and courteous. Weddings are expensive and there are times when tradition should bow to practicality. Below is the traditional division of expenses.

Bride's Family

- Invitations, announcements, and postage
- Bride's wedding attire and trousseau
- Cost of the ceremony including rental of sanctuary, chapel or other facility, organist, soloist and sexton fees, aisle carpets, flowers, and any additional decorating costs
- Bridesmaids' bouquets
- Cost of the reception including food, wedding cake, beverages, flowers, decorations, music, rental equipment and gratuities for the bartenders and waiters
- Engagement and wedding photographs
- Transportation
- Wedding gift for the newlyweds
- Wedding consultant
- Any welcome parties for out-of-town guests

Bride

- Groom's ring
- Gift for the groom
- Gifts for her attendants
- Lodging for her out-of-town attendants (optional)
- Bridesmaids' luncheon
- Gift for parents

Groom's Family

- Their wedding attire
- Wedding gift for the newlyweds
- Rehearsal dinner
- Their travel expenses and hotel bills
- Shipment of wedding gifts to the bridal couple's new home

Groom

- Bride's engagement and wedding rings
- Gift for the bride
- Marriage license
- Fee for clergy officiant
- Gifts for best man, groomsmen, and ushers
- Bridal bouquet and going away corsage
- Boutonnieres for all men in wedding party
- Mothers' and Grandmothers' corsages
- Lodging for out-of-town attendants (optional)
- Honeymoon
- Bachelors' dinner (optional)
- Gift for parents

Attendants and Ushers

- Their wedding attire selected by the bride
- Travel expenses and lodging
- Parties for the bride and groom
- Wedding gift for the couple

NOTES

BUDGET DEVELOPMENT

Developing a realistic wedding budget is essential and should be one of the first things you do. Keep your budget in mind so you will be able to make the right decisions when making choices. Here are a few questions you may want to discuss before developing your final budget. Once you decide on your priorities, it will guide you in setting your budget. Once your budget is set, stick to it by using our handy budget worksheets (starting on the adjacent page) to keep you on task.

Overall Budget

How much do you want to spend?
Are the necessary funds available?
Size of wedding party?
How many guests will be invited?

Ceremony 5%, Reception 40%

Where will you hold it?
Indoors or outdoors?
Church or venue?
Reception formal or casual?
Ballroom or hall?

Food, Catering, and Wedding Cake

Do you want a caterer separate from your venue?
Sit-down service or buffet?
Will appetizers be served during cocktail hour?
Will there be alcohol?
Full bar or limited to beer, champagne and wine?
Do you want a custom designed cake or something smaller with sheet cake service?

Attire 11%

Do you want a designer gown or off-the-rack?
Will you purchase or rent formalwear?

Photography 8% Video 5%

What style do you prefer, posed or photojournalistic?
Do you want a leather-bound photo book or something less expensive?
What style of videography do you want?
How many copies of the video will be needed?

Transportation 1%

How will you travel from the ceremony to the reception?
Will you provide rented transportation for the entire wedding party?
Does your venue require valet parking or shuttle service?

Entertainment 6%

Will you have an orchestra or organist at the ceremony?
Band, DJ or both?
What other sort of entertainment will be needed?
Invitations Letterpress or printed?
Custom designed or just customized?
Will you be sending save the dates?
What inserts will be required with the invitations?

Flowers 8%

How many weddings have you done?
How many other weddings or events will you schedule on the same day?
Do you offer specific packages or is everything customized?
Based on my color scheme and budget, what flowers do you recommend?
How far in advance of the wedding will you create the bouquets and arrangements, and how are they stored?
What is included in the fee?

Stationery 4%

What is your design background?
What are my options for color, paper type, ink and fonts? What is the word limit for the text?
If I want to include a picture or graphic on my save-the-date card, can you accommodate that?
What would it cost to mail my wedding invitation?
Will I have an opportunity to sign off on my invitation proof before you send my order to print?

Honeymoon 10%

How/when can I reach you when on my trip in case of emergency?
What days of the week are least expensive for travel and touring?
Is it an adult only resort?
Has the agent you're working with visited the resort they're recommending within the last three years?

BUDGET MANAGEMENT

Wedding Rings

Engagement ring	_____
Bride's ring	_____
Groom's ring	_____
subtotal	_____

Attire

Bride's dress	_____
Headpiece and veil	_____
Bride's shoes	_____
Lingerie, hosiery, garter	_____
Jewelry and accessories	_____
Hair, makeup, manicure	_____
Dress preservation	_____
Groom's tuxedo or suit	_____
Groom's shoes	_____
Groom's accessories	_____
subtotal	_____

Ceremony and Reception

Ceremony location fee	_____
Officiant fee	_____
Organist / musicians / soloist	_____
Marriage license	_____
Aisle runner, decorations	_____
Candles, misc.	_____
Reception location fee	_____
Catering fee	_____
Cake	_____
Bar	_____
Decorations	_____
Rentals	_____
Tips	_____
subtotal	_____

Photography

Photographer's fee	_____
Engagement portrait	_____
Wedding album	_____
Parents' albums	_____
Additional prints	_____
subtotal	_____

Music

Ceremony music	_____
Cocktail-hour music	_____
Reception music (DJ)	_____
subtotal	_____

Stationery

Save-the-date cards	_____
Invitations and envelopes	_____
Map inserts	_____
Announcements	_____
Response cards	_____
Thank you notes	_____
Ceremony programs	_____
Calligraphy / addressing	_____
Postage	_____
Place cards	_____
Printed napkins	_____
subtotal	_____

Transportation

Limousine or carriage	_____
Guest's transportation	_____
subtotal	_____

NOTES

Gifts, Favors, and extras

Maid of honor's gift	_____
Bridesmaids' gifts	_____
Best man's gift	_____
Groomsmen's gifts	_____
Bride's parents' gifts	_____
Groom's parents' gifts	_____
Flower girl	_____
Ring bearer	_____
Favors	_____
Ring pillow	_____
Guest book	_____
Cake knife / server	_____
Toasting glasses	_____
subtotal	_____

Rehearsal Dinner

Site rental	_____
Caterer	_____
Taxes and gratuities	_____
Other	_____
Bridesmaid's luncheon	_____
subtotal	_____

Videography

Videographer fee	_____
Extra copies of video	_____
subtotal	_____

Honeymoon

Transportation	_____
Accommodations	_____
Daily budget	_____

Flowers

Ceremony	_____
Alter / church	_____
Bride's bouquet	_____
Bouquet preservation	_____
Attendant's bouquets	_____
Flower girl accessories	_____
Mothers' corsages	_____
Boutonnieres	_____
subtotal	_____

Reception

Cake table	_____
Buffet table	_____
Head table	_____
Centerpieces	_____
Decorating	_____
subtotal	_____

Helpers (total):

Wedding coordinator	_____
Cake cutting / gift table attendants	_____
Guest book attendant	_____
Officiant	_____
Soloists / musicians	_____
subtotal	_____

Total

NOTES

COMPARE RECEPTION VENUES

Where to hold your reception is one of the most complex decisions to make. Use this comparison chart to help you decide what your priorities are, and how the cost will enter into your overall plan.

Amenities Available	1:	2:	3:
Formal / informal decor			
Decorating restrictions			
Distance from ceremony			
Disabled access			
Capacity			
Air conditioned			
Dance floor / stage			
Sound system / piano			
Head table			
# of guest tables / chairs			
Guest book table			
Gift table			
Cake table			
Linens			
China, flatware			
Stemware / glassware			
Wedding coordinator			
Catering service			
Wait staff			
Bar / bartender			
Champagne cost			
Corkage fee			
Cake cutting charge			
Clean-up charge			
Adequate / or valet parking			
Other			
Head count deadline			
Hours available			
Early set-up availability			
Taxes and gratuity			
Deposit amount			
Deposit deadline			
Final payment deadline			
EST. COST TO BUDGET			

PAYMENT RECORD

Date	Payment Made To	Amount	Method/Check #	Balance Due	Date Due

NOTES

CEREMONY DETAILS

Details of your ceremony will express who you are. Use this page to record all of your vendors you have selected to make your ceremony the one of your dreams.

Date _____ Time _____ Location _____

Officiant _____ Officiant fee _____

Address _____ Phone _____

Rehearsal date _____ Rehearsal time _____

Rehearsal dinner location _____ Reservation time _____

Number of guests _____

Site requirements _____

Seating capacity _____

Site fee _____ Other fees _____

Services:

Photographer _____ Phone _____

Videographer _____ Phone _____

Florist _____ Phone _____

Decorator _____ Phone _____

Wedding coordinator _____ Phone _____

Transportation _____ Phone _____

Music:

Soloist _____ Phone _____

Soloist _____ Phone _____

Musician _____ Phone _____

Musician _____ Phone _____

Processional Song _____

Recessional Song _____

RECEPTION DETAILS

Use this page to record all of the vendors you have selected to help make your reception a party. It's your first celebration as husband and wife – so make it great.

Venue:

Location _____ Seating capacity _____

Address _____ Phone _____

Manager _____

Rental cost _____ Deposit _____

Final payment due date _____ Equipment rental fee _____

Date / time room is available for decorating _____

Tables and chairs provided Yes No Quantity needed _____

Linens provided Yes No Quantity needed _____

Cleanup requirements _____

Food:

Caterer _____ Phone _____

Meal description _____

Baker _____ Phone _____

Cake description _____

Entertainment:

DJ / Band _____ Cost _____

Contact person _____ Phone _____

Arrival time _____ Hours of music _____

Songs:

Father / daughter dance _____ Mother / son dance _____

First dance _____ Parents' dance _____

Throwing bouquet _____ Garter toss _____

Wedding party dance _____ Dollar or traditional dance _____

Last dance _____ Other _____

BRIDAL PARTY

Attendants

Name: _____

Phone: _____

E-mail: _____

Name: _____

Phone: _____

E-mail: _____

Name: _____

Phone: _____

E-mail: _____

Name: _____

Phone: _____

E-mail: _____

Name: _____

Phone: _____

E-mail: _____

Name: _____

Phone: _____

E-mail: _____

Name: _____

Phone: _____

E-mail: _____

Name: _____

Phone: _____

E-mail: _____

SEQUENCE OF EVENTS

Wedding Day

6:00 am: _____

7:00 am: _____

8:00 am: _____

9:00 am: _____

10:00 am: _____

11:00 am: _____

NOON: _____

1:00 pm: _____

2:00 pm: _____

3:00 pm: _____

4:00 pm: _____

5:00 pm: _____

6:00 pm: _____

7:00 pm: _____

8:00 pm: _____

9:00 pm: _____

10:00 pm: _____

11:00 pm: _____

MIDNIGHT: _____

PHOTOGRAPHY CHECKLIST

Bride's Photos

- Full Length
- Back of dress
- Bouquet
- With both parents
- With parents separately
- With grandparents
- With siblings
- With maid / matron of honor
- With all attendants
- With groomsmen
- With flower girl and ring bearer

Pre-Wedding

- Bride getting ready
- Bride putting on veil
- Candid shots of bride preparing
- Groom getting ready
- Attendants getting ready
- Front of ceremony location
- Guests arriving and being seated

Groom's Photos

- Full length
- With both parents
- With parents separately
- With grandparents
- With siblings
- With best man
- With all attendants
- With bridesmaids

Bride and Groom Photos

- Bride and groom together
- With each set of parents
- With entire wedding party
- Close-up of hands displaying rings
- Signing the marriage certificate

Ceremony

- Musicians / Vocalists
- Attendants waiting to enter
- Parents being seated
- Candid of parents
- Attendants walking down aisle
- Child attendants walking down aisle
- Groom coming down the aisle
- Clergy, groom and best man at altar
- Bride and father walking down aisle
- Father giving bride's hand to groom
- Vow exchange

- Ring ceremony
- Candid of bride's / groom's faces
- Unity candle ceremony
- Groom kissing the bride

Recessional

- Guests throwing seeds, petals, etc.

Reception

- Guests signing guest book
- Place cards, favors
- Centerpieces, place settings
- Bride and groom listening to toasts
- Candid throughout room
- Bride and groom's first dance
- Bride and father dance
- Groom and mother dance
- Guests dancing
- Cake, cake table
- Cake cutting
- Bouquet toss
- Garter removal and toss
- Going away vehicle
- Newlyweds departing

Videography Checklist

- Bride leaving home
- Guests arriving at ceremony
- Wedding party preparing
- Ceremony
- Guests leaving
- Guests arriving reception
- Announcing of newlyweds and party
- Toasts
- First dance
- Guests dancing
- Cake cutting
- Bouquet and garter toss
- Bride and groom with individual guests
- Bride and groom leaving
- Other

NOTES

TO-DO CHECKLIST

Wedding Day Attire

Bride:

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

Groom:

- Coat, shirt, vest, trousers
- Neckwear
- Cuff links
- Socks and shoes

Don't Forget

- Rings
- Marriage license
- Ring bearer's pillow
- Flower girl basket
- Wedding programs
- Cake knife and server
- Toasting glasses
- Favors
- Guest book and pen
- Unity candle
- To pay officiant and vendors
- Assign someone to collect and transport gifts

Honeymoon

- Airline tickets (note flight number and departure / arrival times)
- Cruise tickets (note cabin number and departure / arrival times)
- Resort / Hotel (address, phone and confirmation numbers)
- Passports / Visas
- Digital camera
- Credit cards / travelers checks
- Medicines / prescriptions
- Extra contacts or glasses
- Toiletries
- Hair dryer
- Electrical plug adapters
- Travel iron / steamer
- Travel clock / radio

When Updating Your Name

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

NOTES

2016

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	1	2	3	4	5							1	2		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	27	28	29	30	31	24	25	26	27	28	29	30	24	25	26	27	28	29	30
31																											

May							June							July							August								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
1	2	3	4	5	6	7					1	2	3	4						1	2	1	2	3	4	5	6		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31	28	29	30	31							
														31															

September							October							November							December										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
					1	2	3						1						1	2	3	4	5						1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10				
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17				
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24				
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	25	26	27	28	29	30	31	
							30	31																							

2017

January							February							March							April									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
1	2	3	4	5	6	7					1	2	3	4						1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8			
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15			
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22			
29	30	31	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	30	31	23	24	25	26	27	28	29			

May							June							July							August								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
1	2	3	4	5	6	7					1	2	3						1						1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	30	31	27	28	29	30	31	27	28	29	30	31	

September							October							November							December								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
					1	2	1	2	3	4	5	6	7						1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23		
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30	

share your
love story



BlackHillsBride.com

ENGAGEMENTS • REAL WEDDINGS
PLANNING GUIDES • LOCAL VENDORS

