

WEDDING & EVENT

planner



For the wedding of _____ & _____.

Mrs. and Mr. _____ will be married on the _____ day
of _____, year _____.

Calendar Checklist

immediately after the engagement:

- Hire Wedding Planner(s) from CK WEDDING & EVENT PLANNERS.
- Discuss a budget and the size and style of the wedding with parents. Decide who pays for what.
- Choose a wedding date and time. You may want to check vendor availability prior to setting date.
- Create a binder to organize your thoughts, photos, worksheets, etc.
- Make initial contact with vendors and obtain references.
- Reserve wedding and reception sites; make initial catering contacts.
- Register at local bridal registries.
- Hire photographer.
- Hire videographer.
- Make arrangements for the music at the wedding and reception.
- Make all transportation arrangements to and from the wedding and the reception. Consider hiring a limousine, party bus, trolley or horse-drawn carriage.
- Compile the guest list.
- Send out Save the Date cards.
- Reserve a block of hotel rooms for out-of-town guests.
- Choose wedding rings.
- Send engagement announcement
- Select and order wedding gown, leaving ample time for delivery and alterations.
- Look for alteration specialist (if some- one other than bridal shop).
- Select the attendants (bridesmaids and groomsmen). Choose and order bridesmaids dresses.
- Purchase invitations.

- Select one usher for every 50 guests.
- Schedule wedding cake design appointment. Get estimates. Book the date.
- Implement diet and exercise program.
- Plan beauty preparations by checking with your salon for how far in advance they book-wedding parties.
- Complete all honeymoon plans. If traveling outside the country, check on visas, passports and inoculations.
- Sign up for dance lessons. Talk to instructor about choreographing a special dance routine to “wow” guests.
- Book vendors, securing dates by putting down deposit.

6 months before the big day

- Confirm final details with the caterer.
- Order napkins and purchase any other items needed for the ceremony and reception. Check with the caterer to see what he/she includes.
- Order invitations (25 extra) and personal stationery or “Thank You” notes.
- Book engagement photo session
- Visit the photographer again to discuss specifics. Use the “Photography Worksheet.”
- Get estimates and order flowers and floral arrangements for wedding and reception.
- Get estimates and order balloons, decorations and favours for wedding and reception.
- Book room for wedding night.
- Final engraving

1-3 months before the big day

- Mail invitations (six weeks before the wedding; eight weeks to out-of-town guests).
- Buy a wedding gift for future spouse and gifts for attendants and helpers.
- Finalize arrangements of accommodations for out-of-town attendants and guests.
- Ready all accessories, shoes and lingerie for bridal gown.
- Have beauty consultant do a trial run with bride's hair and makeup. Schedule this appointment on the day the bridal portrait is taken and/or a party is planned or schedule on the day of your final dress fitting to see exactly how you will look on wedding day.
- Have final fitting for bridal gown and bridesmaids' dresses.
- Have bridal portrait taken.
- Have groomsmen registered and measured at the formal wear store.
- Finalize plans for rehearsal dinner.
- Plan seating arrangements for the rehearsal dinner and reception.
- Review this checklist to be sure nothing has been missed.
- Complete change-of-address information for post-office.
- Keep current with "Thank You" notes for shower and early wedding gifts.

2 months before the big day

- Order wedding rings. Allow time for any
- Order tuxedos for the groomsmen

1 month before the big day

- Get the marriage license. Be sure to bring all needed documents.
- Inform or send rehearsal invitations including exact time and location to those who will attend the rehearsal and rehearsal dinner.
- Inquire about where bride, groom and attendants will dress for the ceremony.
- Review all details. Walk through the entire event considering things like parking, access for handicapped guests, etc.
- Confirm all transportation plans.
- Check in with caterer, photographer, videographer, musicians, DJ, florist, etc. to confirm all arrangements.
- Appoint someone to act as an “organizer” to handle any last minute problems. Re: CK Wedding Planners
- Give a final guest count to the caterer.
- Review final details for those in the wedding party.
- Confirm honeymoon arrangements.
- Enjoy a day with family and friends. Visit a day spa, have a massage, a facial and relax.

1-2 weeks before the big day

- "Break in" wedding shoes at home.
- Attend the rehearsal and rehearsal dinner and give gifts to attendants.
- Give the rings and Officiant fee to the best man.
- Organize gown, accessories, etc. to go to ceremony.
- Get a manicure/pedicure, nails or tanning
- Pack for the honeymoon.
- Enjoy the day!

Basic review of all Vendors hired

Check off once secured

- Cake
- Ceremony Venue
- Decorator
- DJ or Live Band
- Florist
- Hair & Makeup
- Officiant
- Photographer
- Reception Venue
- Transportation
- Videographer
- Attire

The Budget listed below is a guided example....

(we use live version for our Brides/Grooms)

EXPENSES FOR WEDDING	Estimate	Actual	Difference
ATTIRE (Bride)			
ATTIRE (Groom)			
ATTIRE (Attendants)			
RINGS			
CEREMONY			
RECEPTION			
REHEARSAL DINNER			
FLOWERS			
GIFTS			
HAIR AND MAKE-UP			
TRAVEL (if destination wedding)			
STATIONERY			
PHOTOGRAPHY			
HONEYMOON			
Total EXPENSES FOR WEDDING	-	-	-
ATTIRE (Bride)	Estimate	Actual	Difference
Wedding dress			
Shoes			
Tights			
Veil/Headpiece			
Undergarments			
Garter			
Jewelry/Accessories			
Gown preservation			
Alterations			
Honeymoon apparel			
Other			
Total ATTIRE (Bride)	-	-	-
ATTIRE (Groom)	Estimate	Actual	Difference
Suit or tuxedo rental			
Tie			
Shirt			
Undergarments			
Alterations			
Honeymoon apparel			
Other			
Total ATTIRE (Groom)	-	-	-
ATTIRE (Attendants)	Estimate	Actual	Difference
Bridesmaid dresses			
Bridesmaid accessories			
Bridesmaid shoes			
Groomsmen suits/tuxedo rentals			
Groomsmen shirts/tie			
Children's shoes			
Children's apparel			
Total ATTIRE (Attendants)	-	-	-
RINGS	Estimate	Actual	Difference
Engagement ring			
Bride wedding ring			
Groom wedding ring			
Other (engraving)			
Total RINGS	-	-	-
FLOWERS	Estimate	Actual	Difference
Ceremony decoration			
Boutonnieres (ushers, groom, groomsmen, father of bride, father-in-law)			
Corsages (mother of bride, aunt, mother-in-law)			
Bridal bouquet			
Bridesmaid bouquets			
Flower girl bouquets			
Flower petals			
Reception centerpieces			
Reception decoration			
Delivery and set-up			
Other (altarpiece, throw away bouquet)			
Total FLOWERS	-	-	-
GIFTS	Estimate	Actual	Difference
Gifts for Bridesmaids			
Gifts for Groomsmen			
Gifts for flower girls and ushers			
Gifts for fiancé			
Other (parents, in-laws, out of town guests)			
Total GIFTS	-	-	-
HAIR AND MAKE-UP	Estimate	Actual	Difference
Hair (bride, bridesmaids, flowergirls)			
Make-up (bride, bridesmaids)			
Other (manicure, pedicure)			
Total HAIR AND MAKE-UP	-	-	-
TRAVEL (if destination wedding)	Estimate	Actual	Difference
Flight			
Accommodation			
Food			
Activities			
Other (clothing, travel supplies)			
Total TRAVEL (if destination wedding)	-	-	-



FUNDING FOR WEDDING	Estimate	Actual	Difference
Contributions (Family, friends)			
Covered costs (Attendants paying for outfits)			
Savings			
Other			
Total FUNDING FOR WEDDING	-	-	-
WEDDING BUDGET SUMMARY			
	Estimate	Actual	Difference
Total Funding	0.00	0.00	0.00
Total Expenses	0.00	0.00	0.00
NET	0.00	0.00	0.00
CEREMONY			
	Estimate	Actual	Difference
Marriage license			
Officiant			
Location fee			
Decoration			
Music (Soloist, musician)			
Guest book/pen			
Transportation (limo)			
Ring bearer pillow			
Rental chairs			
Other			
Total CEREMONY	-	-	-
RECEPTION			
	Estimate	Actual	Difference
Location fee			
Food service			
Bar service			
Rental chairs/tables			
Rental tableware (linens, napkins, dishes, glassware, silverware)			
Centerpieces			
Music (D.J. band)			
Decorations (head table, guest book, cake)			
Placecards			
Cake			
Staff (bar, servers, security)			
Guest parking			
Entertainment			
Wedding favours			
Tips (limo, DJ, photographer, wait staff etc.)			
Other (sound system, rentals etc)			
Total RECEPTION	-	-	-
REHEARSAL DINNER			
	Estimate	Actual	Difference
Food			
Bar			
Other (sound system, rentals, decoration etc)			
Total REHEARSAL DINNER	-	-	-
STATIONERY			
	Estimate	Actual	Difference
Ceremony programs			
Engagement announcements			
Invitations, map and reply cards			
Postage			
Reception menus			
Save the date cards			
Thank you cards			
Address labels			
Other (address labels, other event invitations, newspaper announcement)			
Total STATIONERY	-	-	-
PHOTOGRAPHY			
	Estimate	Actual	Difference
Engagement photos			
Photographer (Ceremony, reception)			
Videographer			
Digital or Photo CD/DVD			
Prints/Enlargements (couple, parents etc)			
Location fee			
Album (couple, parents etc)			
Total PHOTOGRAPHY	-	-	-
HONEYMOON			
	Estimate	Actual	Difference
Flight			
Accommodation			
Food			
Activities			
Other (clothing, travel supplies, rental car)			
Total HONEYMOON	-	-	-



The Bride's Attire

Store #1: _____

Appointment date: _____ Time: _____

Phone: _____

Address: _____

Consultant: _____

Store #2: _____

Appointment date: _____ Time: _____

Phone: _____

Address: _____

Consultant: _____

Store #3: _____

Appointment date: _____ Time: _____

Phone: _____

Address: _____

Consultant: _____

Brides Gown Description (Item # and brand.) _____

Price: _____

Date Ordered: _____

Date Promised: _____

First fitting Date: _____ Time: _____

Second fitting Date: _____ Time: _____

Final fitting Date: _____ Time: _____

Bridal Accessories

Headpiece & Veil:

Bra / Bustier: Size: _____ Price:\$ _____

Shoes: Size: _____ Price\$ _____

Jewellery: _____

Something Old: _____

Something New: _____

Something Borrowed: _____

Something Blue: _____

The Attendants

The Bridesmaid's/Maid of Honor

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

The Groomsmen/Ushers

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____



Girls>>>

Store #1: _____

Appointment date: _____ Time: _____

Phone: _____

Address: _____

Consultant: _____

Store #2: _____

Appointment date: _____ Time: _____

Phone: _____

Address: _____

Consultant: _____

Store #3: _____

Appointment date: _____ Time: _____

Phone: _____

Address: _____

Consultant: _____

Attendants Gown Description (Item # and brand.)

Price: _____

Date Ordered: _____

Date Promised: _____

First fitting Date: _____ Time: _____

Second fitting Date: _____ Time: _____

Final fitting Date: _____ Time: _____

Shoes: Size: _____ Price\$ _____ Jewellery: _____

Guys>>>

Store: _____

Appointment date: _____ Time: _____

Phone: _____

Address: _____

Consultant: _____



GROOM

Date Ordered: _____

Date Promised: _____

First fitting Date: _____ Time: _____

Second fitting Date: _____ Time: _____

Final fitting Date: _____ Time: _____

Shoes: Size: _____ Price\$ _____

Measurements:

Coat: _____

Shirt: _____

Pants: _____

Neck: _____

Sleeve: _____

Waist: _____

Length: _____

Shoe: _____

Name: _____

Date Ordered: _____

Date Promised: _____

First fitting Date: _____ Time: _____

Second fitting Date: _____ Time: _____

Final fitting Date: _____ Time: _____

Shoes: Size: _____ Price\$ _____

Measurements:

Coat: _____

Shirt: _____

Pants: _____

Neck: _____

Sleeve: _____

Waist: _____

Length: _____

Shoe: _____

Name: _____

Date Ordered: _____

Date Promised: _____



First fitting Date: _____ Time: _____

Second fitting Date: _____ Time: _____

Final fitting Date: _____ Time: _____

Shoes: Size: _____ Price\$ _____

Measurements:

Coat: _____

Shirt: _____

Pants: _____

Neck: _____

Sleeve: _____

Waist: _____

Length: _____

Shoe: _____



Pre-Wedding Details

Engagement & Wedding Rings

Jeweller: _____

Phone: _____

Address: _____

Salesperson: _____

Description of Ring(s):

Price:\$ _____

Invitations & Stationery

Stationer: _____

Phone: _____

Address: _____

Contact: _____

Date Ordered: _____

Date Promised: _____

Manufacturer: _____

Style #: _____



Store: _____

Address: _____ Phone/Contact

person: _____

Website: _____

Username/Password: _____

Store: _____

Address: _____ Phone/Contact

person: _____

Website: _____

Username/Password: _____

Store: _____

Address: _____ Phone/Contact

person: _____

Website: _____
Username/Password: _____

Store: _____
Address: _____ Phone/Contact
person: _____
Website: _____
Username/Password: _____

Showers / Events

Host/Hostess: _____
Telephone: _____
Location/Address: _____ Date: _____

Time: _____ Type of
Shower: _____

Host/Hostess: _____
Telephone: _____
Location/Address: _____ Date: _____

Time: _____ Type of
Shower: _____

Host/Hostess: _____
Telephone: _____
Location/Address: _____ Date: _____

Time: _____ Type of
Shower: _____

The Rehearsal

Rehearsal Date: _____

Time: _____

Site name: _____

Address: _____

Contact: _____

Hair & Makeup

Contact/Name of location: _____

Telephone: _____

Address: _____

Stylist: _____

Appointments:

1) _____

2) _____

3) _____

The Cake

Bakery: _____

Telephone: _____

Address: _____

Contact: _____

Appointments:

1) _____

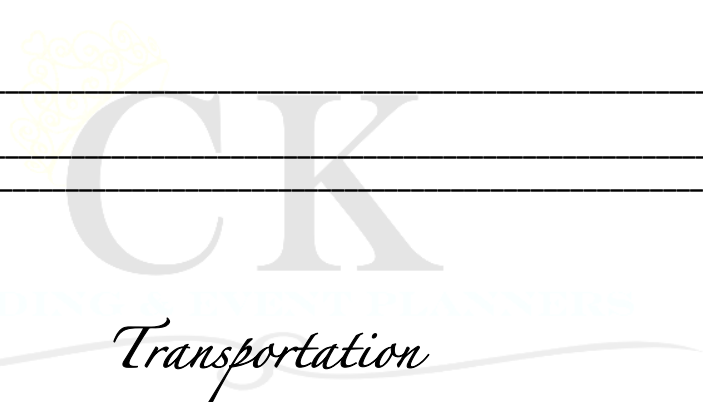
2) _____

3) _____

Date Ordered: _____

Full Price: \$ _____ inc tax and delivery is applicable

Delivery Information:



Company Name: _____

Telephone: _____

Contact: _____

Pickup Time: _____

Pick up Location: _____

Drop of Time: _____

Drop of location: _____

Additional Pick up/drop off locations: _____

Photography location and other:

Length of Rental Time: _____

Cost: \$ _____ includes all taxes except tip.

Music

1. Ceremony Musicians: _____

Telephone: _____

Price: \$ _____

Style: _____

Location: _____

Time of set up: _____ Start time: _____ End time: _____

Processional song: _____

2. Ceremony Musicians: _____

Telephone: _____

Price: \$ _____

Style: _____

Location: _____

Time of set up: _____ Start time: _____ End time: _____

Processional song: _____

Ceremony song: _____

Recessional song: _____

1. Reception Musicians: _____

Telephone: _____

Price: \$ _____

Style: _____

Location: _____

Time of set up: _____ Start time: _____ End time: _____

Receiving line song:

Entering into reception song:

First dance song:

Daughter & Dad song:

Other song: _____

Other song: _____

Other song: _____



2. Reception Musicians: _____

Telephone: _____

Price: \$ _____

Style: _____

Location: _____

Time of set up: _____ Start time: _____ End time: _____

Receiving line song:

Entering into reception song:

First dance song:

Daughter & Dad song:

Other song: _____

Other song: _____

Other song: _____

Photography

Studio Name: _____

Telephone: _____

Address: _____

Photographer's Name: _____

Price:\$ _____ includes all taxes, tip extra.

Engagement photo: _____

Time of arrival pre Ceremony: _____

Location of arrival: _____

Time of arrival Ceremony: _____

Location of arrival: _____

Time of arrival Reception: _____

Location of arrival: _____

Time of arrival next day: _____

Location of arrival: _____

Photo ideas

- Bride alone (in wedding gown)
- Bride with her mother
- Bride with her father
- Bride with both parents
- Bride with maid/matron of Honor
- Bride with bridesmaids
- Bride fixing make-up/hair
- Attendants receiving flowers
- Parents receiving flowers
- Guests outside of church
- Ushers escorting guests to seats
- Bride's mother being seated
- Groom's family being seated
- Bride and father entering church
- Groom and groomsmen at altar
- Attendants coming down aisle
- Bride and father coming down aisle

- Giving-away ceremony

- Altar during ceremony

- Bride and groom saying vows

- Ring ceremony

- Flower girl and ring bearer

- The kiss

- Bride and groom coming up aisle

- Bride and groom leaving church

- Bride and groom getting into car

- Bride and groom in decorated car

- Bride and groom's hands

- Bridesmaids looking at bride's ring

- Bride and groom

- Bride with her parents

- Bride and groom with Honor attendants

- Bride with bridesmaids

- Groom with groomsmen

- Bride and groom with wedding party

- Bride and groom with all parents**

- Bride and groom with bride's family**

- Bride and groom with groom's family**

- Bride and groom looking at each other**

- Other** _____
- Other** _____
- Other** _____
- Other** _____

- Groom alone (in tuxedo)**
- Groom with his mother**
- Groom with his father**

- Groom with both parents**
- Groom with best man**
- Groom with groomsmen**

- Groomsmen getting boutonnieres**
- Other** _____
- Other** _____
- Other** _____
- Other** _____

- Bride and groom arriving**

- Bride and groom going into reception**



- Receiving line

- Bride and groom in receiving line

- Parents in receiving line

- Buffet table

- Cake

- Bride and groom seated at table

- Bride dancing with her father

- Groom dancing with his mother

- Bride and groom talking with guests

- Bride and groom cutting the cake

- Bride and groom feeding cake

- Bride and groom toasting

- Bride throwing bouquet

- Groom removing bride's garter

- Groom throwing garter

- Bride and groom dancing

- Decorations

- Other _____

Videography

Studio Name: _____

Telephone: _____

Address: _____

Videographer's Name: _____

Price:\$ _____ includes all taxes, tip extra.

Engagement Video: YES or NO

Time of arrival pre Ceremony: _____

Location of arrival: _____

Time of arrival Ceremony: _____

Location of arrival: _____

Time of arrival Reception: _____

Location of arrival: _____

Time of arrival next day: _____

Location of arrival: _____

Rehearsal Pre-Ceremony Ceremony Reception

Flowers

Florist Company: _____

Telephone: _____

Address: _____

Contact: _____

1.) Delivery time: _____

Delivery location: _____

2.) Delivery time: _____

Delivery location: _____

List of flowers needed:

- Bridal Bouquet x _____
- Floral Headpiece x _____
- Honor Attendant Bouquet x _____
- Bridesmaid Bouquet x _____
- Flower Girl Bouquet x _____
- Floral Headpieces x _____
- Boutonnieres x _____
- Corsages x _____
- Reception Centerpiece(s) x _____
- Rehearsal Dinner Centerpiece x _____

Aisle & Pew Decorations: _____

Rentals: _____

Cake Top: _____

Cake Table: _____



Company: _____

Telephone: _____

Address: _____

Contact: _____

Price: \$ _____

1.) Delivery time: _____

Delivery location: _____

2.) Delivery time: _____

Delivery location: _____

3.) Delivery time: _____

Delivery location: _____

4.) Delivery time: _____

Delivery location: _____

Rental Companies

1.) Company: _____

Telephone: _____

Address: _____

Contact: _____

Pick up time: _____ location: _____
Drop off time: _____ location: _____

Return pick up time, after event: _____

Price: \$ _____

2.) Company: _____

Telephone: _____

Address: _____

Contact: _____

Pick up time: _____ location: _____

Drop off time: _____ location: _____

Return pick up time, after event: _____

Price: \$ _____



Ceremony Address: _____

Phone: _____ Contact: _____

Set up time: _____

Strike time: _____

Reception Address: _____

Phone: _____ Contact: _____

Set up time: _____

Strike time: _____

The Officiant

Full Name: _____

Telephone: _____

Address: _____

Price: \$ _____ including all taxes, except tip.

Ceremony Time: _____
Ceremony date: _____
Arrival Time: _____

The Caterer

Company Name: _____

Telephone: _____

Address: _____

Contact: _____

Price: \$ _____ includes all taxes, tip extra.

Catering Tips

- ✓ Sample the food that will be served at your event.
- ✓ What's included? Utensils, plates, napkins, serving pieces, delivery and service etc.
- ✓ Who will serve the food? Who will clean up?
- ✓ Be sure there is enough serving space, electrical outlets and tables available at your location.
- ✓ Do you need to rent serving pieces or provide them? What items will need to be returned?
- ✓ If you pick up the food, is there refrigerator storage available at your location?
- ✓ Will the food be available for the entire reception?
- ✓ What will be done with any remaining food?
- ✓ Ask someone to oversee the caterers and bring storage containers for any extra food you may want to keep.

The Honeymoon

Travel Agency: _____

Phone: _____

Contact: _____

Destination: _____

Departure Date: _____

Return Date: _____