

Imagination Photography

www.image-studio.co.uk - Tel: 07712 590567

Wedding Planner

Introduction

Thank you for taking a look at this wedding planner. As professional wedding photographer I'm used to seeing brides with folders full of bits of paper and appreciate how much effort is needed to plan a great wedding. For many people it's the first time they have had to plan such a large event and can therefore be quite daunting. The key to good planning is to break down the job into manageable chunks and take things one step at a time.

The aim of this guide is to help you plan your wedding day, to make sure you have all the important details in one place and to keep track of all the details and costs involved.

If you feel the work really is too much to handle then consider passing some of the work to someone else or employing a professional wedding planner. The planning stage can be stressful and may even put a strain on your relationship. If your partner isn't particularly enthusiastic about the planning don't be that surprised it's very common and doesn't mean that they aren't keen to get married.

Although the ideal is to have a perfect wedding in reality there will always be some things you need to compromise on or can't control. Remember that the most important thing about the day is that you are marrying the person you love!

If you have any suggestions as to how this guide can be improved please get in touch via the website: www.image-studio.co.uk.

Best wishes for the planning of your wedding and I hope you have a fantastic day.

Peter Burnett,

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Wedding Day

Wedding Date:

Ceremony Time:

Key Contacts Section

Ceremony contact details:

Reception contact details:

Photographer contact details:

Video contact details:

Wedding planner details:

Florist contact details:

Make-up contact details:

Hair stylist contact details:

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Cake contact details:

Bridal shop contact details:

Suit hire contact details:

Transport contact details:

DJ contact details:

Catering contact details

Master of Ceremonies contact details:

Other contact details:

Wedding Day Plan

Key People

For the bride, e.g. bride's maids, flower girls etc.:

For the bridegroom, e.g. best man, ushers etc.:

Preparations

Bride getting ready at:

Bridegroom getting ready at:

Where flowers will be delivered:

How bride will get to the ceremony:

Time transport will take bride to the ceremony:

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Ceremony Details

Name of person taking the ceremony:

Their telephone number:

Ceremony venue address:

Telephone number:

Order of service:

Choice of readings:

Who will be doing the readings:

Hymn/music choices:

Who is arranging the music:

Is confetti allowed: Yes/No (Restrictions?)

Is there another wedding at the same venue:

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Following the ceremony

Photographs to be taken at the ceremony venue:

Transport to get from ceremony to reception venue:

Reception

Main coordinator at reception:

Drinks reception details:

Photographs to be taken at reception venue:

Line-up timing:

Expected sit-down time:

Expected finish time for meal, including speeches:

Sequence of speeches and point within the meal, for example after the meal or before.

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Evening Events

Event details, for example cutting the cake, throwing garter etc.:

DJ/band arrival time and start time:

Expected time for first dance:

Other evening event details:

Planning Schedule

The following timings are just suggestions, you may like to start earlier. Some of the key items such as booking the venues and the photographer may need to be done more than a year in advance as they can get booked up very early.

6 months +

Decide on your overall budget, allowing for some contingency

Start building your wedding folder, include this document near the front

Open a wedding bank account

Arrange engagement party

Choose the key people in the wedding party

Choose and book the venues

Order or design/make your wedding stationery

Send out notices to save the date, cards or email

Book your photographer, video, transport and DJ

Select a florist and decide the colour schemes

Choose a bridal gown

Choose the dresses for the bride's maids

Choose the suits for the gentlemen

Arrange a pre-wedding photo shoot with your photographer

4-6 months

Give notice of marriage

Confirm arrangements with the venues

Choose and buy the wedding rings

Choose a wedding cake

Arrange a gift list

Choose or make the wedding favours

Go for dress/suit fittings

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2-4 months

Send out invitations, including gift list information
Decide on your honeymoon, check travel documents
Get vaccinations, visas etc. if required
Discuss make-up and hair choices with your stylists
Discuss the menu with the reception venue and go for tastings
Write down your wedding vows
Plan the rehearsal
Pre wedding photo shoot
Choose a guest book and whether to have a signature board
Arrange order of service books
Book accommodation

1-2 months

Follow up on invitations and confirm numbers and seating plans
Contact key suppliers with final details
Book pre-wedding appointments for hair and beauty
Confirm transport for actual wedding party numbers
Arrange stag and hen parties
Ensure that wedding party members know what they need to do, including where to be, who needs to write speeches etc.
Final dress fitting including shoes and lingerie
Organise place cards and table plan for display
Arrange travel insurance and get currency for honeymoon
Confirm details with suppliers including photographer, florist, music and transport
Confirm numbers with the reception venue and/or catering suppliers
Arrange for the cake to be delivered
Ceremony rehearsal
Hair and make-up trial run
Bridegroom's hair
Wear your wedding shoes a few times

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Attend beauty sessions

Distribute plans to the key members of the wedding party

Put together an emergency kit

The Day Before

Manicure and pedicure

Check venue arrangements and decorations

Try to unwind after all that planning!

Wedding Day

Attendants to organise things including checking the rings, flowers, order of service books etc.

Enjoy the day!

After the wedding

Enjoy your honeymoon, you deserve it

Return hired items

Send out thank you cards

Thank the suppliers if they did a good job

Choose wedding photographs/albums and let friends and family know how/where they can see them

Pay any outstanding amounts to suppliers

Close wedding bank account

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Budget Planner

This section is to help you keep to your budget. The number of guests can be the single biggest factor in the final cost. Don't be afraid to ask for a discount and you may like to avoid mentioning that it's for a wedding when getting the initial quotes for some items.

Item	Estimate	Actual
Venue Hire		
Venue Decoration		
Catering		
Equipment Hire		
DJ/Band/Music		
Furniture Hire		
Drinks		
Cake		
Table Decorations		
Favours		
Accommodation		
Bride's dress		
Shoes		
Underwear/lingerie		
Jewellery		
Accessories		
Veil & Tiara		
Bridesmaid's dresses		
Suit Hire		
Rings		
Flowers		

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Guest List

Name	Confirmed?	Special Diet?
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No
.....	Yes/No

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Table Plan

Head Table

Table 1

Table 2

Table 3

Table 4

Table 5

Table 6

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Table 7

Table 8

Table 9

Table 10

Table 11

Table 12

Table 13

Table 14