

Planning Canadian Weddings - Wedding Planner

Wedding Planning Simplified

To Assist You In Planning, Layout and Make Wedding Planning Decisions

<p>Get Organized</p>	<ul style="list-style-type: none"> ➤ Set up organizing system with binder and dividers ➤ Use other organizing tools (calendar, PA, index cards and worksheets) ➤ Make Wedding Planning Schedule ➤ Make Wedding Day Agenda ➤ Copy and give Wedding Day Agenda to all involved including vendors, wedding party and parents 	<ul style="list-style-type: none"> ➤ Break larger categories into subcategories with dividers ➤ Keep all receipts ➤ Keep all contracts ➤ Keep All fabric samples ➤ Use worksheets for contact information and other wedding planning data ➤ Set up wedding budget spreadsheet for receipt entering ➤ Print schedules and agendas ➤ List contact info for wedding party and vendors on worksheets ➤ Include note paper, calendar and calculator
<p>Your "Wedding Vision"</p>	<ul style="list-style-type: none"> ➤ Describe any ideas and visions you have for your wedding 	<ul style="list-style-type: none"> ➤ Style of wedding – season, modern, traditional or theme ➤ Colours (Usually 2-3 that compliment each other) ➤ Decide number of guests to invite ➤ Decide Wedding Date (have backup date incase venues are not available) ➤ Choose the formality of wedding ➤ Other Visions – outdoor or special events
<p>Wedding Budget</p>	<ul style="list-style-type: none"> ➤ Make Budget Plan 	<ul style="list-style-type: none"> ➤ Details of total budget available ➤ Break down budget into categories ➤ Discuss and decide who's paying for what ➤ Keep all receipts and enter into database
<p>Wedding Party</p>	<ul style="list-style-type: none"> ➤ Choose Your Wedding Party Members ➤ Assign wedding party positions 	<ul style="list-style-type: none"> ➤ Organize get together to meet and get to know each other ➤ Discuss requirements of wedding party ➤ Fill out and distribute Wedding Party Contact List to all members (keep copy) ➤ Use Wedding Party Duty Lists if asked for
<p>Wedding Ceremony</p> <ul style="list-style-type: none"> ➤ Decide wedding ceremony location ➤ Book ceremony location date and time ➤ Sign contract 	<ul style="list-style-type: none"> ➤ Type of wedding ceremony: Religious, spiritual, nondenominational, inter-faith, traditional, contemporary or theme ceremony ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Discuss vows - write if writing your own ➤ Discuss type of wedding ceremony that best suits you as a couple ➤ Check in with vendor and confirm details (if different than officiant) ➤ Make final payment
	<p>Décor</p> <ul style="list-style-type: none"> ➤ Colours, flowers, details and materials needed 	<ul style="list-style-type: none"> ➤ Lighting ➤ Pew Bows ➤ Decorations other than flowers ➤ Candles

		<ul style="list-style-type: none"> ➤ Isle Runner
	Officiant <ul style="list-style-type: none"> ➤ Set up meeting to discuss wedding details and requirements 	<ul style="list-style-type: none"> ➤ Apply for marriage Licence/take to officiant ➤ Are marriage classes required by officiant? ➤ Pay fees ➤ Check in with vendor and confirm details
	Wedding Ceremony Music <ul style="list-style-type: none"> ➤ Interview music providers ➤ Listen to demos ➤ Decide on music for all parts of ceremony ➤ Book vendor ➤ Sign contract if required ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Prelude ➤ Processional ➤ Interlude ➤ Recessional ➤ Special songs, music or instruments ➤ Check in with vendor and confirm details ➤ Make final payment
	<ul style="list-style-type: none"> ➤ Special readings/poems 	<ul style="list-style-type: none"> ➤ Select, arrange and pay any fees ➤ More meaningful if family or close friend can do this ➤ Check in with vendor and confirm details
	Special Ceremony Items <ul style="list-style-type: none"> ➤ Discuss if intergrading any special ceremony options 	<ul style="list-style-type: none"> ➤ Candles, Glasses, Family Medallions for any religious or cultural rituals. ➤ Butterfly or Dove release ➤ Bubbles or other effect
	Wedding Ceremony Rehearsal	<ul style="list-style-type: none"> ➤ Plan rehearsal time with officiant – don't be late ➤ Notify attendants, parents, and/or vendors attending ➤ Plan rehearsal dinner date, location and time
	Wedding Rings <ul style="list-style-type: none"> ➤ Choose and buy wedding bands 	<ul style="list-style-type: none"> ➤ Rings Sized and engrave ➤ Picked up and check sizing ➤ Put in safe place – tell someone trustworthy where
Wedding Reception <ul style="list-style-type: none"> ➤ View locations and layout of venue including bathrooms and check total capacity ➤ Book place of reception ➤ Sign contract if required 	Reception Venue/Hall <ul style="list-style-type: none"> ➤ Check for rules and procedures and maximum capacity ➤ Find out what's included ➤ Determine times of access and vacate ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Is insurance and/or liquor licence needed ➤ Make floor plan of venue for planning layout (include windows, stage, washrooms door ways, electric outlets.) ➤ Table sizes and number of place settings per table ➤ Clean up guidelines and requirements ➤ Arrange key pick up and drop off if needed ➤ Check in with vendor and confirm details ➤ Make final payment
	Food/Catering <ul style="list-style-type: none"> ➤ Interview caterers ➤ Taste testing ➤ Book caterer ➤ Sign contract if required ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Arrange reception menu ➤ Make guests' seating list ➤ Plan and buy appetizers and/or sweets for meet and greet ➤ Ensure plates, glasses, flatware, serving utensils, platters, and pitchers provided ➤ Chocolate fountain – order/reserve,

		<ul style="list-style-type: none"> ➤ setup , maintenance and cleanup ➤ Buffet – arrange food and serving ➤ Desserts other than wedding cake ➤ Other bar such as candy or sushi ➤ Serving instruments needed (Spoons, Platters etc.) ➤ Napkins ➤ Coffee, punch and something to nibble on for guests as they waiting for you while pictures are being taken ➤ Arrange someone to manage greeting guests ➤ Give final guests count to caterer ➤ Check in with vendor and confirm details ➤ Plates/flatware provided? ➤ Make final payment
	<p>Bar</p> <ul style="list-style-type: none"> ➤ Hire bartenders if needed ➤ Apply for liquor Licence ➤ Wine making if making your own wine for reception or favours 	<ul style="list-style-type: none"> ➤ Cocktail napkins - paper for bar ➤ Liquor licence posted at reception ➤ Wine bought ➤ Champaign ➤ Liquor bought ➤ Juices for mix ➤ Soda ➤ Tickets and cash box with float if cash bar ➤ Glassware for bar ➤ Dispensers / Bar Mixing Instruments ➤ Ingredients for Signature Drink for Your Wedding ➤ Openers for bottles and wine ➤ Check in with vendor and confirm details ➤ Make final payment
	<p>Music</p> <ul style="list-style-type: none"> ➤ Interview musicians and/or disc jockeys ➤ Book Musicians and/or disc jockey Time of Arrival and Playing time for Disc Jockey or Musicians ➤ Sign contract if needed ➤ Book special dancers or cultural music performers to entertain guests and mix it up 	<ul style="list-style-type: none"> ➤ Fill out Reception Plan with disc jockey to layout events and music for reception, keep copy ➤ Make a list of special dances and the music to be played ➤ List of wedding party's names and position in wedding party to disc jockey if they doing MC announcing ➤ Find out if any games or other evens are planned for reception ➤ Dance lessons or song routine for first dance ➤ Check in with vendor and confirm details
	<p>Toasts and Speeches</p> <ul style="list-style-type: none"> ➤ Assign a Master of Ceremonies 	<ul style="list-style-type: none"> ➤ Give list of wedding party names and their relationship to bride and/or groom. ➤ Ask anyone that will be doing a speech, give them a time limit for the speech ➤ Give list of speeches in order and who will be giving each speech ➤ Write your thank you speech

		<ul style="list-style-type: none"> ➤ Write thank you speech for any other events like showers and buck and does ➤ Plan on who will announce your arrival to reception ➤ PA system if venue doesn't have one ➤ Bride and Groom toasting glasses
	<p>Rentals and Décor</p> <ul style="list-style-type: none"> ➤ Interview event decorators if having decorations done professionally. Look at pictures of work ➤ Book decorator ➤ Reserve rentals and decor for renting ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Buy and needed decor items ➤ Linens ➤ Tables ➤ Chairs ➤ Chair covers ➤ Plates, flatware, glassware or other dishes ➤ Back drops ➤ Ceiling canopy ➤ Make list of rentals and arrange for someone to return them ➤ Special Effects (lighting, fog, fireworks, bubbles) ➤ Decorations ➤ Lighting ➤ Make list for reception cleanup and put someone in chare of cleanup ➤ Arrange setup and deliveries ➤ Centerpieces other than flowers ➤ Find out if there are any decorating restrictions at reception location ➤ Check in with vendor and confirm details ➤ Make final payment
	<ul style="list-style-type: none"> ➤ Set up and Clean up 	<ul style="list-style-type: none"> ➤ Make list of items to go to reception ➤ Make floor plan of place of reception for setup ➤ Make up box with duct tap, string, scissors, garbage bags, tacks, paper towel, cleaning supplies, air freshener, masking tape, ribbon, extension cords and anything else for setup – take when setting up reception and ceremony ➤ Set up tables for bar, music, food/caterer, gifts, guests, head table, dessert, cake, and guest book at entrance.
Stationery	<ul style="list-style-type: none"> ➤ Invitations, reply cards and all envelopes ➤ Arrange email address separate for wedding needs (replies by email, wedding show contests, contacting vendors) 	<ul style="list-style-type: none"> ➤ Double check wording and addresses ➤ Order all stationery ➤ Fill out and keep track using our wedding guests worksheet
	<ul style="list-style-type: none"> ➤ Save the date cards 	<ul style="list-style-type: none"> ➤ Send out in advance of invitations to out of town guests
	<ul style="list-style-type: none"> ➤ Thank you cards 	<ul style="list-style-type: none"> ➤ Fill out and send as gifts are received ➤ Fill out and send for shower gifts
	<ul style="list-style-type: none"> ➤ Maps for invitations 	<ul style="list-style-type: none"> ➤ Print and place in invitations

	<ul style="list-style-type: none"> ➤ Postage 	<ul style="list-style-type: none"> ➤ Buy enough postage for invitations, replies and thank you cards ➤ Check completed invitation with post office to confirm postage is adequate ➤ Mail wedding invitations
	<ul style="list-style-type: none"> ➤ Do Invitation follow ups 	<ul style="list-style-type: none"> ➤ Contact people that do not respond by deadline to see if they are attending (ask parents to help)
	<ul style="list-style-type: none"> ➤ Registry Pen and Book (Guest Book or other guests registration items) 	<ul style="list-style-type: none"> ➤ Decide which items will be used for gift registry ➤ Buy and bring to place of reception
	<ul style="list-style-type: none"> ➤ Table place settings and table chart 	<ul style="list-style-type: none"> ➤ Use place seating chart worksheet to organize ➤ Make place cards and/or chart ➤ Make favour tags if needed
	<ul style="list-style-type: none"> ➤ Make Ceremony Programs 	<ul style="list-style-type: none"> ➤ Bring to ceremony location ➤ Distribute to guests before ceremony
	<ul style="list-style-type: none"> ➤ Wedding Announcements 	<ul style="list-style-type: none"> ➤ Place Engagement/Wedding Announcements in paper and/or online
Gifts	<p>Wedding Gifts</p> <ul style="list-style-type: none"> ➤ Register for at least two wedding gift registries ➤ Use Wedding Guests Tracker Worksheet or Wedding Gift Tracker Worksheet 	<ul style="list-style-type: none"> ➤ Set up wedding gift table ➤ Keep track of gifts and thank you cards sent ➤ Arrange for gifts to be displayed if arrive before wedding
	<ul style="list-style-type: none"> ➤ Wedding Favours 	<ul style="list-style-type: none"> ➤ Buy or make favours for guests ➤ Place on guests' tables at reception
	<ul style="list-style-type: none"> ➤ Gifts for Attendants, Parents and Any Others 	<ul style="list-style-type: none"> ➤ Buy gifts for attendants, parents and each other. Decide when you will be handing them out (usually at rehearsal dinner)
	<ul style="list-style-type: none"> ➤ Gifts for Each Other 	<ul style="list-style-type: none"> ➤ Buy, wrap and arrange for delivery if needed
	<ul style="list-style-type: none"> ➤ Baskets 	<ul style="list-style-type: none"> ➤ Baskets for out of town guests to hotel rooms ➤ Send basket with wine and chocolate to honeymoon suite for yourself ➤ Basket for flower girl if needed ➤ Baskets in restrooms with toiletries to pamper wedding guests ➤ Thank you baskets arranged to be delivered to helpers after wedding
	<ul style="list-style-type: none"> ➤ Gift Table 	<ul style="list-style-type: none"> ➤ Decorate wedding gift table ➤ Make or buy Basket for Wedding Gift Envelopes take to reception ➤ Arrange for someone trustworthy to take and care for wedding gifts after reception
Wedding Cake	<ul style="list-style-type: none"> ➤ Interview cake decorators ➤ Look at cakes made in past ➤ Taste testing cake flavours ➤ Order Cake – size (enough to serve # of guests), style, colours and flavours 	<ul style="list-style-type: none"> ➤ Arrange for deliver and setup ➤ Decorate wedding cake table ➤ Final payment to vendor ➤ Check in with vendor and confirm details

	Buy Cake Knife	➤ Engrave cake knife, bring to reception place
	Buy Cake Topper	➤ Give to baker for making cake
Photos and Video	Photography <ul style="list-style-type: none"> ➤ Interview Photographers ➤ View photographers' portfolio ➤ Book photographer ➤ Sign contract if needed ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Photographer's contact information on vendor contact worksheet ➤ Time of arrival, location and hours hired ➤ Give a list of photo shots you want ➤ Plan location of photo shoot ➤ Arrange backup location plan incase of rain ➤ Order albums arrange pickup date ➤ Disposable cameras for wedding guests to use on guest's tables ➤ Arrange any past photos for wedding reception tables, posters or slide shows of couple ➤ Take your own photos of events before photographer shows up including rehearsal, rehearsal dinner, and getting ready on wedding day ➤ Check in with vendor and confirm details ➤ Make final payment
	Videography <ul style="list-style-type: none"> ➤ Interview videographers ➤ View demo DVDs ➤ Book videographer ➤ Sign contract of required ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Videographer's contact information on vendor contact worksheet ➤ Give videographer a list of Video Scenes you want taken ➤ Set Time of Arrival and Location with Videographer ➤ Take your own video of events before videographer shows up including rehearsal, rehearsal dinner, and getting ready on wedding day ➤ Check in with vendor and confirm details ➤ Make final payment
Flowers	<ul style="list-style-type: none"> ➤ Interview florists ➤ Choose flower type, colours, foliage and extra embellishments ➤ Order flowers for wedding ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Centerpieces for ceremony and reception tables ➤ Bouquets ➤ Boutonnieres ➤ Corsages ➤ Baskets ➤ Flowers for hair ➤ Flowers for decorating ➤ Check in with vendor and confirm details
Attire	Attire for Men / Boys <ul style="list-style-type: none"> ➤ Order rentals/ buy tuxedos, suits or other attire ➤ Make deposit or pay for 	<ul style="list-style-type: none"> ➤ Sizes and fittings ➤ Shoes and accessories (ties, cufflinks, etc.) ➤ Confirm pick up and return dates ➤ Hair cuts and grooming appointments
	Attire for Women / Girls <ul style="list-style-type: none"> ➤ Order Gowns or other attire ➤ Make deposits 	<ul style="list-style-type: none"> ➤ Book and attend fittings ➤ Make final payment when picking up ➤ Accessories and jewellery

		<ul style="list-style-type: none"> ➤ Undergarments ➤ Shoes ➤ Make appointments for hair and makeup for women on your wedding date ➤ Hair appointment ➤ Makeup appointment
	<p>Attire for Bride</p> <ul style="list-style-type: none"> ➤ Go Gown Shopping – bring one other person ➤ Order Gown – Find out arrival date and manufacture ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Book and attend fittings ➤ Buy undergarments that work with gown – wear to all fittings ➤ Order Veil ➤ Buy garter ➤ Buy shoes – ensure comfort ➤ Buy accessories and jewellery ➤ Pre-wedding Hair for trial ➤ Pre-wedding makeup appointment (if doing own makeup, do trial and take photos) ➤ Book and attend hair appointment for wedding day (wear button front shirt) ➤ Book and attend makeup appointment for wedding day (wear button front shirt) ➤ Book and attend nail appointment ➤ Book and attend massage to help you relax ➤ Book and attend other beauty appointments ➤ Arrange for place for gown to be kept before wedding ➤ Pick up gown, keep out of site of groom ➤ Something old, new, borrowed and blue ➤ Arrange for someone to clean and preserve wedding gown after wedding
	Attire for Parents	<ul style="list-style-type: none"> ➤ Buy or rent attire / fittings ➤ Hair appointments ➤ Makeup for Moms ➤ Accessories, shoes and jewellery
Transportation	<ul style="list-style-type: none"> ➤ Decide on transportation method: limos, bus, luxury cars, horse and carriage, exotic cars, SUV, helicopter and antique cars ➤ Book transportation after viewing actual vehicle renting ➤ Reserve - place, time and amount of time rented ➤ Sign contract if required ➤ Make deposit 	<ul style="list-style-type: none"> ➤ Decorations for vehicles ➤ Transportation arranged for guests for “safe driving” program ➤ Check parking availability and/or cost ➤ Check in with vendor and confirm details ➤ Make final payment
Honeymoon	<ul style="list-style-type: none"> ➤ Make reservations ➤ Make deposits/payments if required 	<ul style="list-style-type: none"> ➤ Air transportation ➤ Land transportation ➤ Accommodations ➤ Meals ➤ Special Events

		<ul style="list-style-type: none"> ➤ Honeymoon night if different than vacation ➤ Check in with vendor and confirm details ➤ Make any final payments needed
	➤ Pack for Honeymoon	<ul style="list-style-type: none"> ➤ Pack and give bags to someone to bring along and keep safe ➤ Passport up to date
	➤ Take care of home issues when going on vacation	➤ Arrange for someone to take care of mail, pet care, newspapers, shoveling, grass cutting, plant care
Other Details	➤ Website up and maintained	➤ Send text, photos, email address to webmaster
	➤ Slide shows to entertain guests	➤ Arrange for someone to operate slide show and record voice over or do script
	➤ Go to local wedding shows	<ul style="list-style-type: none"> ➤ Find wedding shows in our Wedding Show Listing – mark on calendar and invite someone to go with you ➤ Find wedding vendors, get wedding planning information and ideas
	<ul style="list-style-type: none"> ➤ Emergency bag with "Just incase items" for wedding day. ➤ Nail polish, gum, mints, tissues, deodorant, makeup, hair spray, hair pins, needle and thread, scissors, safety pins, etc. 	➤ Pack and assign someone in charge of bringing it to each part of the wedding.
	➤ Arrange greeter at reception to greet guests as they arrive before wedding party arrives	➤ Have them greet people as they arrive at your reception. Ask them to sign your guest book (or other guest signing item). Invite them to have a drink and snack while they wait. Make introductions
	➤ Arrange for any lighting or doors handling that needs to be done for wedding ceremony or wedding reception	➤ Issues may arise where at certain parts of the wedding ceremony or reception you may need doors opened or closed, or lighting reduced or brightened. Plan ahead and give instructions to person. Make sure they know when, where and how
	➤ Make hotel reservations for out of town wedding guests and/or attendants	<ul style="list-style-type: none"> ➤ Reserve a block of rooms at a local hotel if you have many out of town guests coming to your wedding. ➤ Include hotel information in Save-The-Date cards.
	➤ Changing Bride's Name	<ul style="list-style-type: none"> ➤ Check possible name changing list in planner ➤ Collect needed forms and documents
		➤