

Today's Bride®

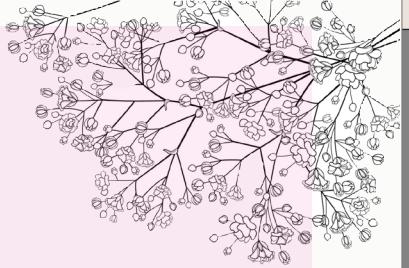
Wedding **PLANNER**

Congratulations!

You said "Yes," and now it's time to start planning your "I Do." From short engagements to long ones, this Wedding Planner is your guide to making this journey simple and stress-free!

Make copies of each page so you can compare different vendors. We suggest a minimum of three quotes per vendor category (i.e. flowers, catering, transportation.)





Wedding Preparation QUESTIONS

Portfolios, Planners, and Pinterest, oh my!

The moment the post-engagement excitement fades, a wave of pre-planning anxiety hits. It's easy to get caught up in the stress of picking vendors, brainstorming decor details, and still finding time to enjoy being engaged, but have no fear! We've rounded up the most important questions to ask your vendors to make the planning process as smooth as it can be!

These often overlooked questions are vital when it comes to booking vendors. Here's what you should find out the moment

Are we your only client that day?

This question is usually overlooked because it seems so obvious, but you will really want to find out if the vendor will be completely devoted to your big day or if they will need to work around another event.

Who will be working at our wedding?

You may assume that the consultant you meet with will be the person that works your wedding, but that's not always the case. Find out who will be the attendant at your wedding, and meet with them beforehand to discuss arrival and departure times, and what you expect from each other.

Can we get a contract in writing?

We cannot stress this enough! You should **never** book a vendor (or pay them) without getting a written contract. It verifies information, hash out the minor details, and affirm what's expected from your vendor.

What is your cancellation policy?

We certainly hope you wouldn't need to cancel a vendor, but things happen. A vendor's cancellation policy is super important (especially if your wedding is outside where you may battle unpredictable weather!).

What are your insurance options?

As a precautionary measure, looking into event liability insurance will act as a security blanket if any accidents occur during the ceremony or reception. It never hurts to look into insurance and back-up plans just in case!

Where are your customer reviews?

Reviews from past customers are true testimonies about how the vendors executed their services. Whether you search their website or social media, you'll want to get an idea of the quality of their service.

Your vendors want to make your day as special and memorable as you do. Collaborating on planning particulars and ideas will give you peace of mind and ensure an organized agenda. Address your questions and details ahead of time so you can enjoy your day without stressing over unknown specifics!

How many years of experience do you have?

Again, it's so obvious you might forget to ask! To get a realistic expectation of the service, you should find out how long they've been around and whether they have previous experience with weddings specifically.

What do you plan on wearing?

Do you have a dress code in mind? You'll want to address that with your vendors. You don't want an embarrassed vendor in jeans if you specified black-tie apparel on the invitations!

Are there any additional fees?

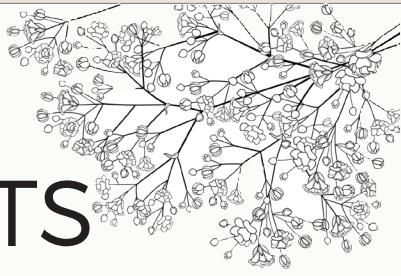
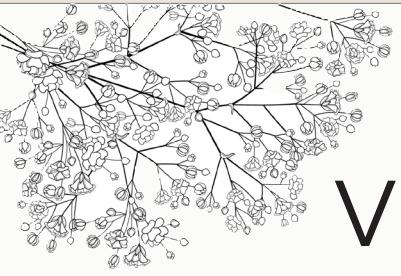
Some vendors will charge extra for delivery, set-up, extra equipment needed, or if your reception runs over. Make sure you know ahead of time where their numbers are coming from and what you're paying for. Is gratuity included or expected? Are taxes and fees additional or budgeted into the estimate? Are there service or delivery charges? Having answers to these important questions is key to staying on budget.

How far in advance should we book?

Every vendor is different, so make sure you ask how far in advance you'll need to book them. Some vendors, like a catering company, need a lot of time to prepare, whereas others, like favors and floral designers, only need a few months. Discuss your preferred dates to make sure they're available, and set a timeline from there.

Is there anything we need to know?

Though broad, this question invites vendors to bring up any details they're concerned about or creative ideas they want to share about the venue, time, services, etc.



Wedding Preparation VENDOR CONTACTS

Bar Service

Contact: _____
Phone: _____
E-mail: _____

Beauty & Health

Contact: _____
Phone: _____
E-mail: _____

Bridal Attire

Contact: _____
Phone: _____
E-mail: _____

Cakes & Desserts

Contact: _____
Phone: _____
E-mail: _____

Catering

Contact: _____
Phone: _____
E-mail: _____

Ceremony Musician

Contact: _____
Phone: _____
E-mail: _____

Ceremony Site

Contact: _____
Phone: _____
E-mail: _____

Decor-Lighting

Contact: _____
Phone: _____
E-mail: _____

Decor-Linens

Contact: _____
Phone: _____
E-mail: _____

Decor-Rentals

Contact: _____
Phone: _____
E-mail: _____

Entertainment

Contact: _____
Phone: _____
E-mail: _____

Flowers

Contact: _____
Phone: _____
E-mail: _____

Guest Accommodations

Contact: _____
Phone: _____
E-mail: _____

Invitations & Stationery

Contact: _____
Phone: _____
E-mail: _____

Men's Formalwear

Contact: _____
Phone: _____
E-mail: _____

Officiant

Contact: _____
Phone: _____
E-mail: _____

Photo Booth

Contact: _____
Phone: _____
E-mail: _____

Photography

Contact: _____
Phone: _____
E-mail: _____

Rehearsal Dinner

Contact: _____
Phone: _____
E-mail: _____

Transportation

Contact: _____
Phone: _____
E-mail: _____

Travel Agent

Contact: _____
Phone: _____
E-mail: _____

Venue

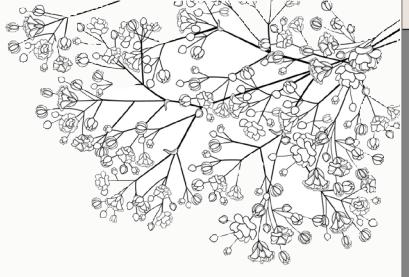
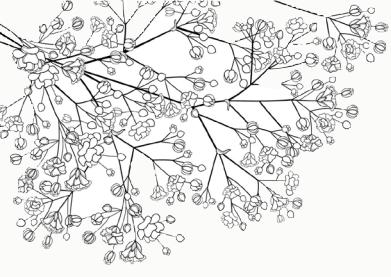
Contact: _____
Phone: _____
E-mail: _____

Videography

Contact: _____
Phone: _____
E-mail: _____

Wedding Planner

Contact: _____
Phone: _____
E-mail: _____



Wedding Preparation GUEST LIST

No more last minute invitations!

With this checklist you can easily keep track of gifts, RSVPs, and thank you notes. Photocopy extra pages (or download more at TodaysBride.com) to insert into your wedding binder.

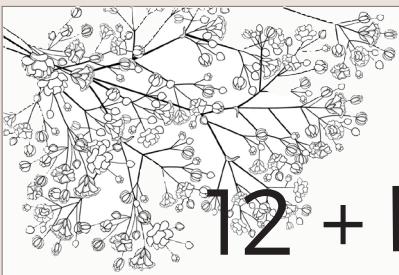
 cut here

Name: _____ _____	Name: _____ _____	Name: _____ _____			
Address: _____ _____	Address: _____ _____	Address: _____ _____			
State: _____ Zip: _____ _____	State: _____ Zip: _____ _____	State: _____ Zip: _____ _____			
Sent: <input type="checkbox"/> Save-the-Date <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception	#Attending	Sent: <input type="checkbox"/> Save-the-Date <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception	#Attending	Sent: <input type="checkbox"/> Save-the-Date <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception	#Attending
Wedding Gift: _____ _____	Wedding Gift: _____ _____	Wedding Gift: _____ _____			
Date Received: _____ _____	Date Received: _____ _____	Date Received: _____ _____			
<input type="checkbox"/> Thank You Sent	<input type="checkbox"/> Thank You Sent	<input type="checkbox"/> Thank You Sent			
Name: _____ _____	Name: _____ _____	Name: _____ _____			
Address: _____ _____	Address: _____ _____	Address: _____ _____			
State: _____ Zip: _____ _____	State: _____ Zip: _____ _____	State: _____ Zip: _____ _____			
Sent: <input type="checkbox"/> Save-the-Date <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception	#Attending	Sent: <input type="checkbox"/> Save-the-Date <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception	#Attending	Sent: <input type="checkbox"/> Save-the-Date <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception	#Attending
Wedding Gift: _____ _____	Wedding Gift: _____ _____	Wedding Gift: _____ _____			
Date Received: _____ _____	Date Received: _____ _____	Date Received: _____ _____			
<input type="checkbox"/> Thank You Sent	<input type="checkbox"/> Thank You Sent	<input type="checkbox"/> Thank You Sent			

Create a master guest list: You and your fiancé should make a list in addition to both sets of parents. Compile these lists and work together to create a final list.

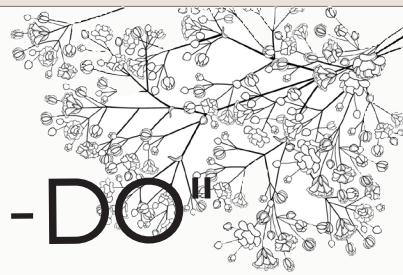
Plus-one: Remember that a plus-one is a must for anyone who is married, engaged, or in a long-term relationship. No exceptions!

"A-list" and "B-list": Send your first round of save-the-dates to your "A list" and as those guests inform you they can't make it, extend an invitation to your "B-list" guests.



Wedding Preparation

12 + MONTHS UNTIL "I-DO"



You may think you have plenty of time before your big day, but it'll be here before you know it! Get started now so you won't stress later.

- Congratulations! Announce your engagement to the world!
- Discuss your desired budget and who is contributing to it (see pg. 6)
This is big! You need to have an idea of what you are comfortable spending on your wedding before any decisions are made or contracts are signed.
- Create a Pinterest account to start a wedding board
- Check the Wedding Show schedule at TodaysBride.com
Our wedding shows offers you the opportunity to meet with local wedding professionals while admiring all the latest bridal trends.
- Make a wedding email, binder and/or spreadsheet
This will become the holy grail for planning your wedding! You need a place to compile all of your thoughts, vendor information, contracts, and details.
- Choose your wedding party
- Begin compiling a guest list (see pg. 4)
It's important to have a general idea of how many guests you'd like to have at your wedding early on in the planning process, as it can affect your venue options, budget, and more!
- Choose your wedding date
- Research and Pin wedding gowns and bridal party attire (see pg. 8)

The Details

Month I would like to get married in _____

My Bridesmaids will be

MOH: _____

My Groomsmen will be

Best Man: _____

My wedding date is _____

Research

- Wedding Planners (pg. 7)
- Bridal Attire (pg. 8)
- Officiant (pg. 10)
- Ceremony Sites (pg. 10)
- Reception Venues (pg. 12)
- Photography (pg. 14)
- Caterers (pg. 16)
- Bar Service (pg. 17)

Complete

- Choose a date
- Hire a Wedding Planner
- Hire a Caterer
- Book the Officiant
- Book your Ceremony & Reception venues
Your ceremony and reception venues should be the first contracts you sign.
So many things fall into place once

Even More...

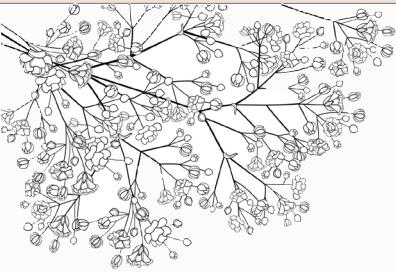
The check list continues:

8-12 months . . pg. 18

3-8 months . . pg. 29

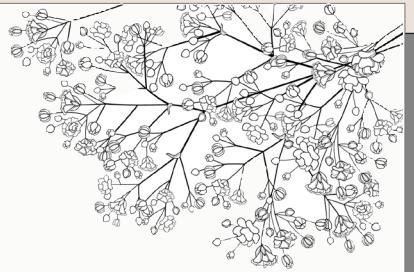
0-3 months . . pg. 37

Print the entire check list and get access to additional planner pages at TodaysBride.com.



Wedding Preparation

THE BUDGET



Total Budget

Consider allocating 5% of your budget to a "just in case" fund. This will help cover unforeseen costs.

Tips

Although not required (nor expected) by every wedding vendor, small gratuity gifts for a job well done are a gracious way of showing your appreciation.

NOTE: Some contracts include a gratuity built into your price.

OFFICIANT/CLERGY

\$75 - \$100 'donations' are appropriate

CEREMONY SITE STAFF

(soloist, organist, church staff, etc.)

\$20 to \$30 per person

DELIVERY/SET-UP PERSONNEL

(decorators, floral, cake, etc.)

\$10 each if dropping items off, \$20 each if dropping off and setting up

TRANSPORTATION

15% - 20% paid to driver

RECEPTION WAIT STAFF

\$20 to \$40 per person

BARTENDERS

15% - 20% of entire bill for the bar

RECEPTION SITE MANAGER

15% to 20% of entire bill

DJ / BAND

15% to 20% given to the band leader or DJ

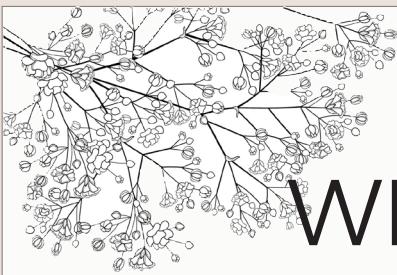
PARKING ATTENDANTS

\$1 - \$2 per car if they are not taking tips from guests

Categories	Estimated Cost:	Actual Cost:	Deposit:	Paid:
Bar Service				
Beauty & Health				
Bridal Attire				
Cakes & Desserts				
Caterers				
Ceremony				
Decor (Lighting, Linens, Rentals)				
Entertainment				
Favors & Gifts				
Flowers				
Invitations & Stationery				
Men's Attire				
Officiant				
Photography				
Reception Venue				
Rehearsal Dinner				
Rings				
Transportation				
Travel & Honeymoon				
Videography				
Wedding Planner				
Miscellaneous				
Total				

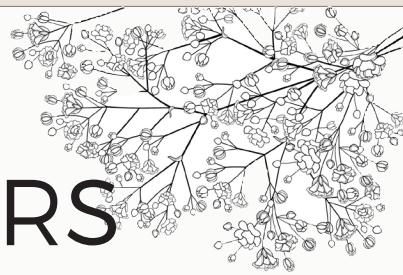
Saving money makes more cents!

We all wish we had unlimited funds to create our dream weddings, but this budget planner will help you decide how much you're willing to spend on what's most important.



Wedding Preparation

WEDDING PLANNERS



A wedding planner will make your day easier!

A wedding planner works to ensure that your vision is properly (and perfectly!) executed. They will be dedicated to implementing your wishes, needs, budget, and more. So, it's important for you to get to know them! Here are some questions to get the conversation going:

- How long have you been planning weddings?
- How many weddings do you plan per year?
- Do you have a portfolio and references?
- Can you negotiate rates with our vendors?
- Will you handle all aspects of the planning?
- What kind of packages do you offer?
- What kind of wedding day challenges have you handled?
- How often will we talk or meet?
- Will we meet vendors together?
- Will you be there the day of?

Notes:

Cancellation & Refund Policy:

Contact Info

Company Name

Contact Name

Day-of Contact

Phone Number

Email

I have checked out their

- Website
- Facebook
- Instagram
- Pinterest
- Today's Bride Vendor Profile

Fast Facts

Total cost of package

\$

Additional fees

\$

Tax & gratuity

\$

Deposit due

\$

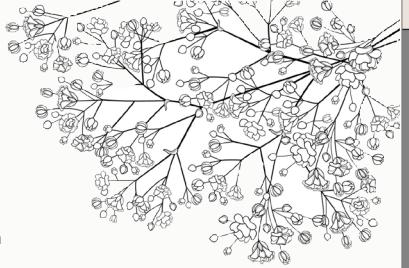
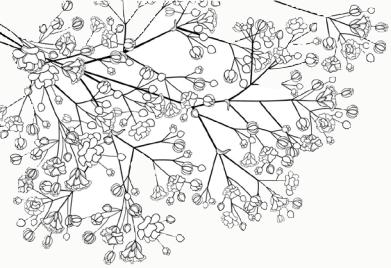
Final payment due

\$

Accepts credit cards?

Accepts monthly payments?

Amount: \$



Wedding Preparation

BRIDAL ATTIRE

Contact Info

Company Name

Contact Name

Appointment Date and Time

Phone Number

Email

Say 'Yes" to the Dress!

All eyes will be on you, so make sure to choose a gown that pairs comfort with elegance.

I have checked out their

- Website
- Facebook
- Instagram
- Pinterest
- Today's Bride Vendor Profile



The Dress

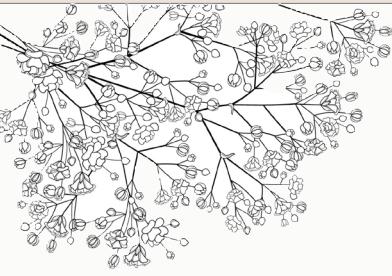
- I found this dress. Can I get it through you?
- Can I purchase a gown off the rack?
- How long does it take for a dress to come in?
- What is included? (i.e.. garment bag & steaming, dress storage) ?
- What is the typical deposit on a wedding dress?

Notes:

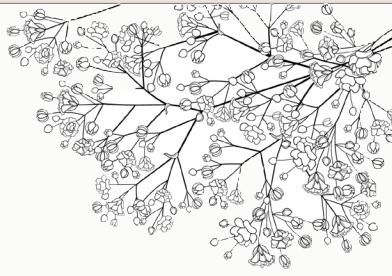
Fittings and Alterations

- Do you offer alterations in-house?
- How many fittings will I have?
- Can extra fabric be ordered if needed?
- What is included?
- Do you provide gown cleaning and preservation?

Notes:



Wedding Preparation BRIDAL ATTIRE



The Extras

Accessories	Shoes	Mother-of dresses
Slips	Jewellery	Flower girl dresses
Veil	Bridesmaid dresses	Undergarments

Notes:



Even more...

Visit TodaysBride.com and join Today's Bride to get access to additional planner pages.

Bridesmaids

- How long does it take to ship a dress?
- Can bridesmaid dresses be altered in house?
- How many fittings will there be?
- Will the dresses be pressed before pick-up?
- Do you offer a discount to my bridesmaids if I buy my dress from you?

Notes:

Cancellation & Refund Policy:

Fast Facts

Total cost of package

\$ _____

Additional fees

\$ _____

Tax & gratuity

\$ _____

Deposit due

\$ _____

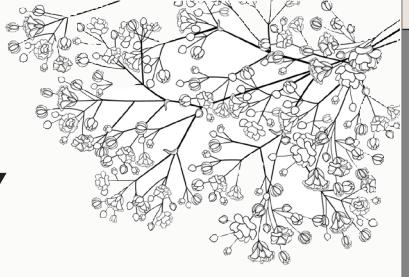
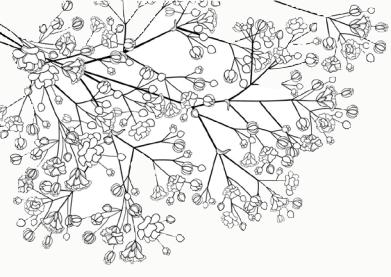
Final payment due

\$ _____

Accepts credit cards?

Accepts monthly payments?

Amount: \$ _____



Wedding Preparation

THE CEREMONY

The “I Do” Venue!

Whether you envision your ceremony in a church, a gazebo, or on a waterfront, there are a few things to keep in mind when checking out the site. These questions will make sure all the details are covered.

Contact Info

Officiant Name

Phone Number

Email

Available on preferred date?

Alternative Date

Site Location

Contact Name

Phone Number

Email

I have checked out their

- Website ● Facebook
- Instagram ● Pinterest
- Today's Bride Vendor Profile
- License Registration

Available on preferred date?

Alternative Date

The Officiant

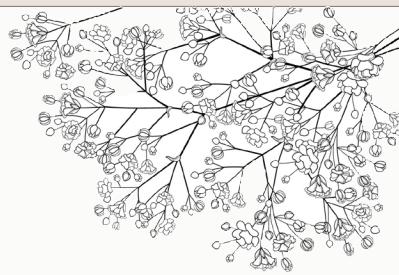
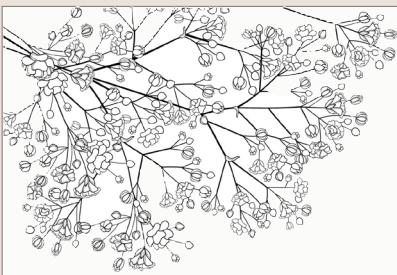
- Will you give a speech/sermon?
- Will we be able to read the speech/sermon before the ceremony?
- Do you have sample vow wordings?
- Do you contact our ceremony musicians to discuss timing?
- Will you attend the rehearsal?
- Do you require premarital counselling?
- May we see your proof of ordainment and registration?

Notes:

The Ceremony Site

- May we bring our own officiant?
- What is the capacity?
- Do you have a bridal suite?
- Do you have sample vow wordings?
- Are there any restrictions for decorations, vendors, or music?
- Is there a dress code?
- Do you have a list of packages?

Notes:



Wedding Preparation

THE CEREMONY

The Ceremony Music

- What is your music style?
- Can we choose our songs?
- What instruments do you offer?
- How far in advance should we book?
- Will you be the performer the day-of?

Notes:

Contact Info

Ceremony Musician Name

Phone Number

Email

Fast Facts

Cost for Officiant

Deposit Due Final Payment

§ _____ §

Accepts monthly payments?

Amount: \$

Cost for Site

Deposit Due Final Payment

Accepts monthly payments?

Amount: \$

Cost for Musicians

§

Deposit Due

Wedding Preparation

THE RECEPTION

Time to Celebrate!

Months of planning will come to fruition at your reception. Make sure you know all the details now, so you won't have to worry about them later.

Contact Info

Venue Name

Contact Name

Day-of Contact

Phone Number

Email

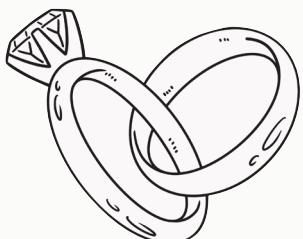
Available on preferred date?

Alternative Date

The Venue

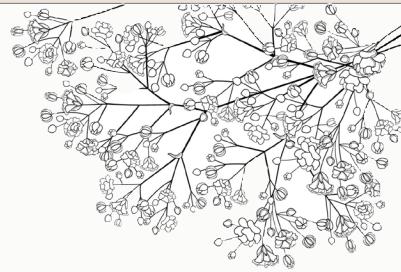
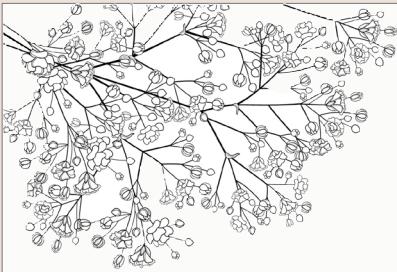
- What is your availability?
- What is the capacity?
- How far in advance should we book your facility?
- What is the capacity for the reception space?
- Is there a rental fee?
- When can we have access to the space?
- Do you offer a discount for weekday or off-season weddings?
- Can we bring in outside vendors?
- Is there a fee to extend the reception?
- Do you have an in-house caterer?
- Do you have a preferred caterer?

Notes:



Discounts Alert!

If you are flexible with your wedding date, talk with your venue to see if they offer discounts for Friday or Sunday receptions.



Wedding Preparation

THE RECEPTION

The Details

- What is your availability?
- What is the capacity?
- Do you provide security?
- What other services do you provide?
- Will the staff be available for the entire reception?
- Do you have a venue coordinator?
- How do you work with outside vendors?
- Do you have in-house decorators?
- Do you offer in-house rentals?

Notes:

Package Info

Fast Facts

Head count due

Total cost of package

§

Additional fees

§

Tax & gratuity

§

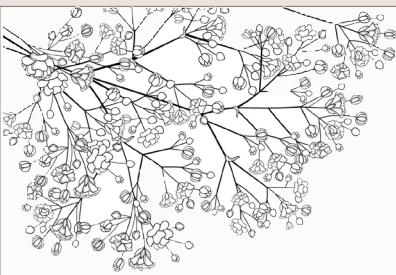
Deposit due

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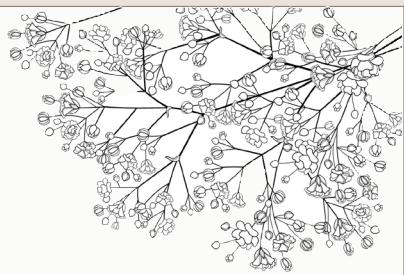
Accepts credit cards?

Accepts monthly payments?

Amount: \$



Wedding Preparation PHOTOGRAPHY



A Picture is Worth a Thousand Words.

The images your photographer captures will become a permanent reminder of your day, so choose wisely! Use the questions to the right to help you!

Contact Info

Company Name

Contact Name

Day-of Photographer

Phone Number

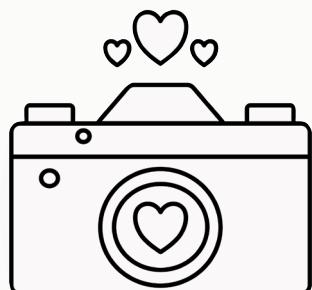
Email

Available on preferred date?

Alternative Date ?

I have checked out their

- Website
- Facebook
- Instagram
- Portfolio
- Pinterest
- Today's Bride Vendor Profile



The Photographer

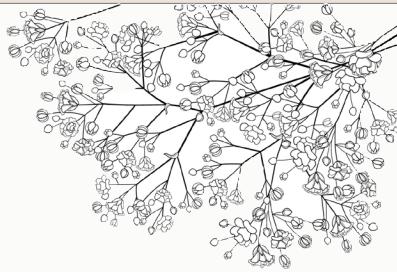
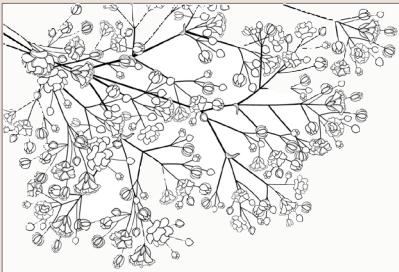
- Will you be the photographer the day-of?
- Have you shot weddings before?
- How many years of experience?
- How would you describe your style of photography?
- What is your working style? (Posed shots or candid)
- What sets you apart from other photographers?
- May I see a list of references?

Notes:

The Pictures

- Have you shot a wedding at our ceremony and/or reception location before
- Will there be an assistant on hand to help?
- Will there be a second shooter?
- Do you have a standard shot/set-up list
- Is there a fee for additional locations?
- Do you have an emergency back-up plan?
- How many hours will we have?

Notes:



Wedding Preparation **PHOTOGRAPHY**

The Package

- Can you provide details of your package options?
- Can we customize a package?
- Are engagement photos included in the package?
- How far in advance do we have to book you?
- When can we expect to receive the images?
- How will our photos be delivered to us?
- Will we have printing rights?
- Do you offer photo albums?
- What's your copyright policy?
- How long do you keep a copy of my photos?

Notes:

Package Info

Fast Facts

Total cost of package

\$

Additional fees

Tax & gratuity

Deposit due

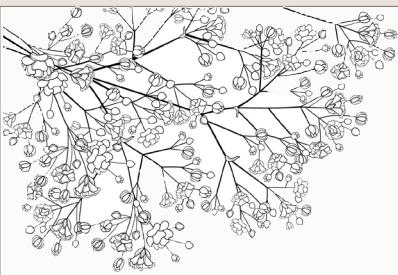
Final payment due

Accepts credit cards?

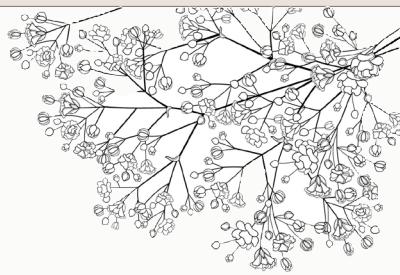
Accepts monthly payments?

Amount: \$

Cancellation & Refund Policy:



Wedding Preparation CATERING



Dig In!

Before dancing the night away, your guests will need plenty of sustenance! Refer to these questions when considering caterers.

Contact Info

Caterer Name

Contact Name

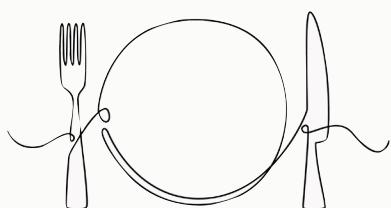
Day-of Contact

Phone NumberNotes:

Email

I have checked out their

- Website
- Facebook
- Instagram
- Pinterest
- Today's Bride Vendor Profile



The Menu

- Can you customize a menu?
- Do you offer a tasting? Is there a charge?
- Do you offer special dietary options?
- What services are available?

Notes:

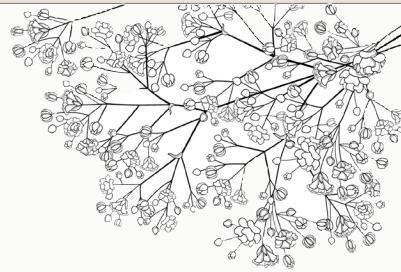
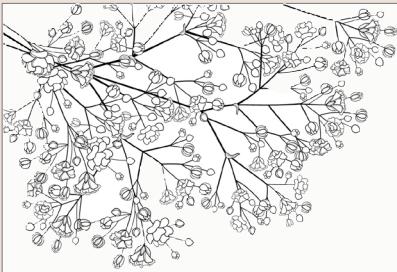
The Cost

- How do you charge?
- Buffet: Are the portions fixed or can guests have as much as they want?
- Is clean-up included?

Notes:

Remember!

Your vendors will most likely need a meal, as well. Sometimes caterers will make up a special meal for the vendors. Be sure to ask!



Wedding Preparation **BAR SERVICE**

The Bar

- What is your standard bar package?
- Do you charge by the drink or the bottle?
- What are our drink options?
- Do you offer top-shelf liquor?
- Is a champagne toast included?
- Is the champagne toast for all guest or just the wedding party?
- Does the bar close during meal service?
- Is gratuity included in the package?

The Staff

- What is the server-to-guest ratio?
- How many bartenders will there be?
- Is there a fee for additional bartenders?
- Do you offer cake cutting services?
- Is gratuity included in the package?

Cancellation & Refund Policy:

Package Info

Even more...

Visit TodaysBride.com and join
Today's Bride to get access
to additional planner pages.

Fast Facts

Head count due

Total cost of package

Additional fees

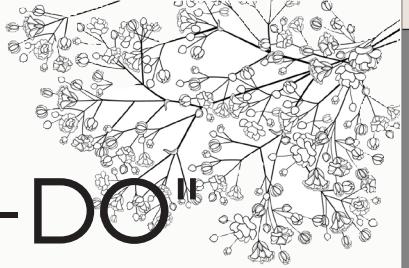
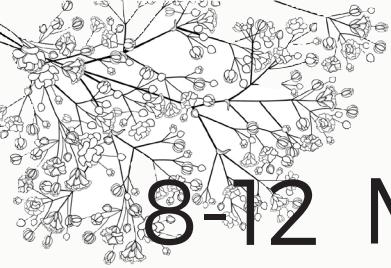
Tax & gratuity

Deposit due

Accepts credit cards?

Accepts monthly payments?

Amount: \$



Wedding Preparation

8-12 MONTHS UNTIL "I-DO"

Have an engagement photo shoot

Sometimes photographers will include engagement photos within their packages. This is a great way to get to know your potential photographer.

Establish beauty and skin care routines

Create a wedding website

Not only is it super fun to make, but this can be a hub of information for your guests who are seeking answers to items such as: suggested guest attire, hotel accommodation information, where you are registered, and more.

Finalize guest list (see pg. 4)

Order and send Save-the-Dates (see pg. 21)

Meet with Florists and designers to discuss your wedding decor (see pg. 26)

The Details

Engagement photo shoot date

Website URL

Website Username

Website Password

Save the Dates

Ordered or Mailed

Types of flowers I want

Research

- Men's Formalwear (pg. 19)
- Beauty & Health (pg. 20)
- Invitations & Stationery (pg. 21)
- DJ, Bands & Musicians (pg. 22)
- Photo Booths (pg. 24)
- Travel & Honeymoon (pg. 25)
- Videography (pg. 26)
- Flowers (pg. 27)

Complete

- Hire a Photographer
- Book your entertainment
Including: DJ, Band, Musicians, and photo booth company.
- Hire a Videographer
- Purchase your wedding dress
Most gowns come from overseas and can take up to 6-8 months to arrive after ordering.
- Hire a Florist
- Hire a Travel Agent

Even More...

The check list continues:
+12 months . . . pg. 5
3-8 months . . pg. 29
0-3 months . . pg. 37

Print the entire check list and get access to additional planner pages at TodaysBride.com.



Wedding Preparation

MEN'S FORMALWEAR



Contact Info

Company Name

Contact Name

Phone Number

Email

I have checked out their

- Website
- Facebook
- Instagram
- Pinterest
- Today's Bride Vendor Profile

Fast Facts

Total cost of package

Additional fees

Tax & gratuity

Deposit due

Final payment due

Pick-up date

Drop-off date

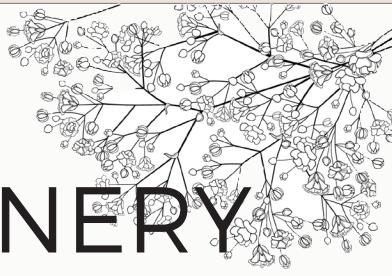
The Suit

- Do you carry tuxedos?
- Do you carry suits?
- Do you rent or sell?
- Do you offer accessories?
- Do you carry Ring Bearer & Father-Of attire?
- Are items in stock or do you have to order them?
- How long does it take to get items in?
- Do you offer in-house alterations?
- How many fittings will I have?
- How do out-of-town groomsmen get fitted?
- Do you offer any discounts for groomsmen?

Notes:



Wedding Preparation INVITATIONS & STATIONERY



A Lasting Impression!

Your Save-the-Dates and Wedding Invitations are your guests first impression of your wedding: formal or casual, traditional or modern. Let your invites make a statement louder than words.

- Do you offer custom design?
- Do you offer handwritten calligraphy?
- Can you help us with wording our invites?
- Do you offer programs?
- Can you provide us with guidelines on how to address our envelopes?
- Do you offer additional stationery for day-of?
- How far in advance should we order?
- How much will postage be on the invite I choose?
- How does pricing work? Do you have packages?
- What does it cost to order more?
- Can we order extra envelopes?

Notes:

Cancellation & Refund Policy:

Contact Info

Company Name

Contact Name

Day-of Contact

Phone Number

Email

I have checked out their

• Website	• Facebook
• Instagram	• Pinterest
• Today's Bride Vendor Profile	

Fast Facts

Total cost of package

\$

Additional fees

\$

Tax & gratuity

\$

Deposit due

\$

Final payment due

\$

Accepts credit cards?

Accepts monthly payments?

Amount: \$

Wedding Preparation **ENTERTAINMENT**

The Life of the Party!

From making sure you have the perfect entrance song to keeping your guests dancing, your DJ, band, or musician will make sure everyone is having a good time.

Contact Info

Company Name

Contact Name

Day-of Contact

Phone Number

Email

The Entertainment

- How many years of experience do you have?
- Who will be performing at our wedding?
- Have you performed at our venue before?
- Can we see you perform prior to our wedding?
- Will there be an assistant on hand to help?
- How much space will you need?
- How many hours will we have?
- Do you require breaks?
- Will you have music playing during breaks?
- Do you emcee the reception?
- Will you help structure the time line?
- Do you provide a wireless microphone for speeches and toasts?
- What if the reception runs long? Overtime fee?

I have checked out their

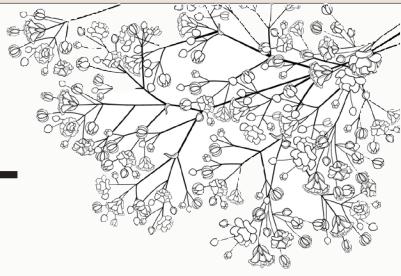
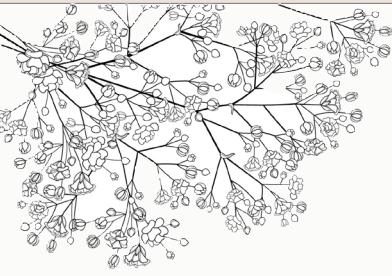
- Website
- Instagram
- Today's Bride Vendor Profile
- Facebook
- Pinterest

Notes:

Visit TodaysBride.com and

Today's Bride to get access
to additional planner pages.





Wedding Preparation ENTERTAINMENT

The Music

- Do you have a standard music list?
- Can we give you a 'Do not play' list?
- Will you take requests during the reception?
- Will you play all requested songs?
- Will you have the clean versions of songs?

Do not play list:

Cancellation & Refund Policy:

Spice it up

A lot of entertainment companies also provide Photo Booths, lighting options, and more. Check out what packages are available to you!



Even more...

Visit TodaysBride.com and join Today's Bride to get access to additional planner pages.

Fast Facts

Total cost of package

\$ _____

Additional fees

\$ _____

Tax & gratuity

\$ _____

Deposit due

\$ _____

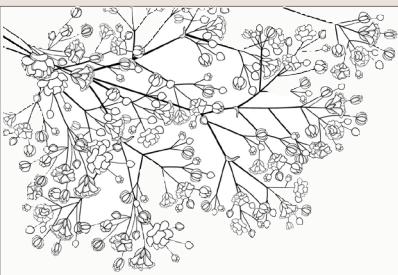
Final payment due

\$ _____

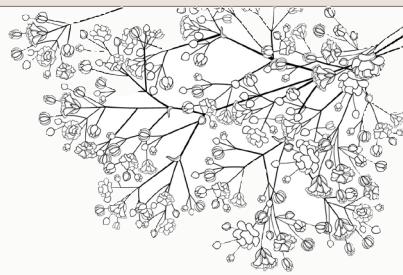
Accepts credit cards?

Accepts monthly payments?

Amount: \$ _____



Wedding Preparation PHOTO BOOTH



Contact Info

Company Name

Contact Name

Day-of Contact

Phone Number

Email

I have checked out their

- Website
- Facebook
- Instagram
- Pinterest
- Today's Bride Vendor Profile

Fast Facts

Total cost of package

\$

Additional fees

\$

Tax & gratuity

\$

Deposit due

\$

Final payment due

\$

Accepts credit cards?**Accepts monthly payments?**

Amount: \$

Have a Little Fun!

Photo Booths are a fun way to offer your guests a great souvenir. Sincere or silly, it's impossible to not have fun posing with your loved ones.

- What is the standard number of hours?
- How much space do you need?
- Will you have a staff member working at the wedding?
- Will you close during dinner?
- Do guests get copies of the photos?
- Will we get copies of the photos? In what form?
- Do you provide a scrapbook?
- Can the photos be emailed or posted to social media?
- Is there a limit to the number of photos that can be taken?
- Will the photos be posted on your website? When?
- What customization can you offer?

Notes:

Cancellation & Refund Policy:



Wedding Preparation **TRAVEL & HONEYMOON**

Contact Info

Company Name

Contact Name

Emergency Contact

Phone Number

Email

Fast Facts

Destination

Number of nights

Total cost of package

§

Additional fees

§

Tax & gratuity

§

Deposit due

Final payment due

Accepts credit cards?

Accepts monthly payments?

Amount: \$

Go, See, Live!

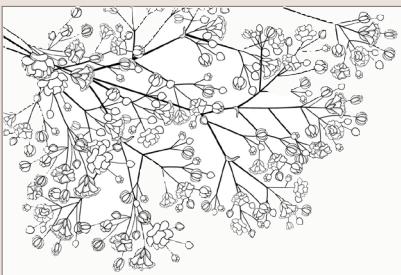
Between passports, travel arrangements, and packing lists, you are sure to get overwhelmed. Trust us when we say *"hire a travel agent."* Besides making your life easier, they offer discounted booking rates at no cost!



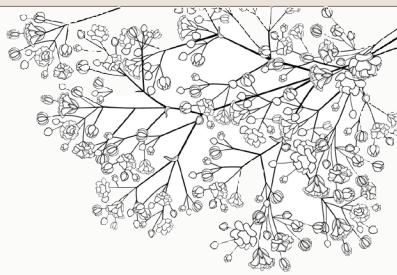
- How far in advance should we book our honeymoon?
- Do you recommend one property or resort over another?
If so, why?
- Do you charge a booking fee?
- Does our destination offer special package deals?
- What travel services can you book?
- Can you provide customized trips?
- Are you available for questions during our trip?
- Do you have a honeymoon registry?
- Do you provide exchange money, traveller's checks, or travel insurance?

Notes:

Cancellation & Refund Policy:



Wedding Preparation FLOWERS



Fragrant Florals.

With many different types and colors available, it's hard to choose just one arrangement. Consult with your florist to see which flowers are in season for your big day.



Contact Info

Company Name

Contact Name

Day-of Contact

Phone Number

Email

I have checked out their

- Website
- Facebook
- Instagram
- Portfolio
- Pinterest
- Today's Bride Vendor Profile

The Florist

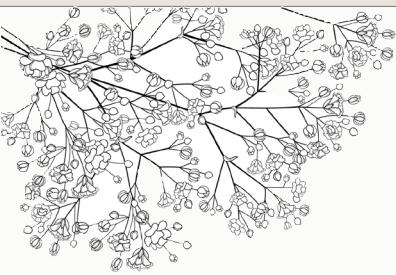
- When do I need to order flowers?
- Do you have a portfolio?
- How long have you been doing weddings?
- What floral decor do you offer? i.e. vases, candles, arches, etc.
- Do you offer other floral decor options?
- What is the substitution policy?

Notes:

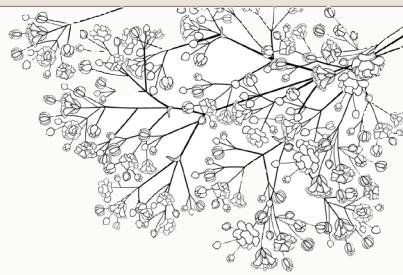
The Flowers

- Do you work with fresh flowers or silk flowers?
- What kind of flowers do you recommend?
- What is your substitution policy if the flowers aren't available?
- Can you decorate my cake?

Notes:



Wedding Preparation FLOWERS



Day-of

- When do you deliver to our venue?
- Do you charge for delivery?
- Who will set up the day of our wedding?
- Will you stay at the ceremony to arrange and distribute the flowers?
- Will you transport between the ceremony and the reception locations?

Notes:



After the wedding

- When do decor items need to be returned?
- What is your policy for lost / damaged items?
- Do you offer floral preservation?
- When should I preserve my bouquet?

Notes:

Cancellation & Refund Policy:

Even more...

Visit TodaysBride.com and join Today's Bride to get access to additional planner pages.

Fast Facts

Total cost of package

\$ _____

Additional fees

\$ _____

Tax & gratuity

\$ _____

Deposit due

\$ _____

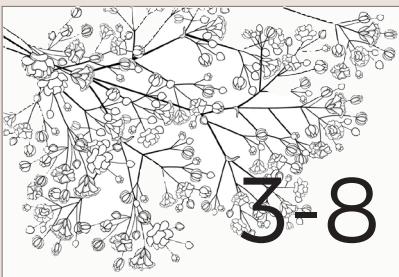
Final payment due

\$ _____

Accepts credit cards?

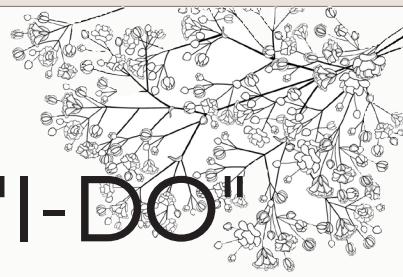
Accepts monthly payments?

Amount: \$ _____



Wedding Preparation

3-8 MONTHS UNTIL "I-DO"



- Purchase wedding bands
- Choose bridal & bridesmaid accessories
- Create a wedding registry at a minimum of three retailers for gifts
- Apply for a passport if you're honeymooning outside of the country
- Create a honeymoon itinerary for family at home
- Shop with mothers for Mother-Of attire
- Have food tasting with the caterer and finalize the menu
- Meet with Officiant to discuss plans for ceremony
- Purchase additional day-of stationery (menus, place cards, programs, etc.)
- Finalize attire and fittings for wedding party and parents
- Finalize playlists with DJ/Band/Musicians
- Finalize reception menu & order menu cards
- Purchase gifts for bridal party and out-of-town guests

The Details

Hair & makeup trial appointment

Registered at

Postage cost

Date applied for passport

Bridal Party gift ideas

Research

- Decor & Rentals (i.e.. chairs, linens, lighting, decor, etc.) (pg. 30, 31)
- Cakes & Desserts (pg. 32)
- Transportation (pg. 34)
- Rehearsal Dinner (pg. 35)
- Guest Accommodations (pg. 36)
- Gift Registry

Complete

- Book hair and makeup stylist(s)
- Reserve decor (i.e.. lighting, linens, rentals)
- Book your honeymoon
- Reserve Guest Accommodations
- Hire a transportation company
- Book your Rehearsal Dinner
- Order invitations

Even More...

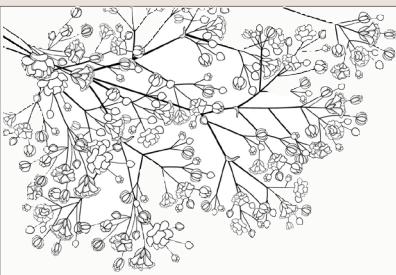
The check list continues:

12+ months . . . pg. 5

8-12 months . . pg. 18

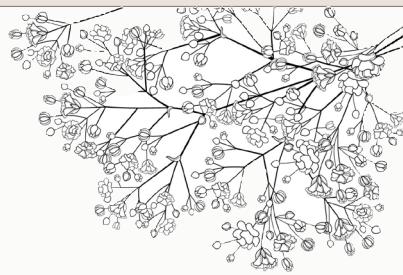
0-3 months . . pg. 37

Print the entire check list and get access to additional planner pages at TodaysBride.com.



Wedding Preparation

LIGHTING



Contact Info

Company Name

Contact Name

Day-of Contact

Phone Number

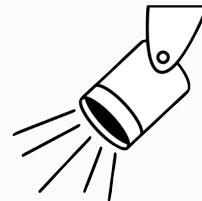
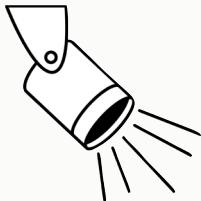
Email

I have checked out their

- Website ● Facebook
- Instagram ● Pinterest
- Today's Bride Vendor Profile

Light Your Night!

From a dimly lit, romantic feel to a bright and colorful disco, the lighting will create the perfect atmosphere for your celebration.



- What kind of lighting options do you offer?
- Will you help with the design options?
- Have you worked at our venue before?
- Can you match the lighting to our colors?
- Will you visit our venue to get some ideas?
- What kind of requirements do you need from our venue?
- Do you own your own equipment?
- How much space do you need?
- How do you hide cables and prevent tripping hazards?

Fast Facts

Total cost of package

\$ _____

Additional fees

\$ _____

Tax & gratuity

\$ _____

Deposit due

\$ _____

Final payment due

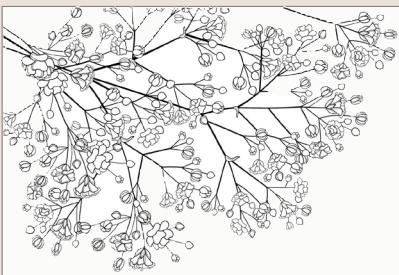
\$ _____

Accepts credit cards?**Accepts monthly payments?**

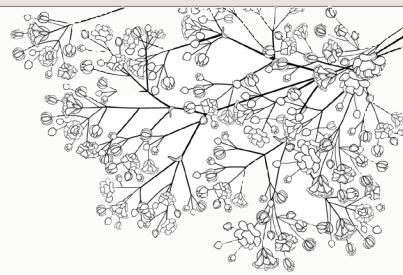
Amount: \$ _____

Notes:

Cancellation & Refund Policy:



Wedding Preparation LINENS



Tying it All Together.

Tie everything together with tablecloths, napkins, and seat covers that match or complement your color scheme.

- What items do you offer? i.e.. sashes, chair covers, tablecloths, napkins, etc.
- Have you worked with our venue before?
- How much do you charge for your linens?
- Do you have samples or a showroom of your linens?
- How do you clean and press your linens?
- What colors do you have?
- Will you dress the tables and chairs?
- Will you come collect your linens after the reception?
- Is set-up included?
- Is clean-up included?

Notes: _____

Cancellation & Refund Policy: _____

Contact Info

Company Name _____

Contact Name _____

Day-of Contact _____

Phone Number _____

Email _____

I have checked out their

- Website
- Facebook
- Instagram
- Pinterest
- Today's Bride Vendor Profile

Fast Facts

Total cost of package _____

\$ _____

Additional fees _____

\$ _____

Tax & gratuity _____

\$ _____

Deposit due _____

\$ _____

Final payment due _____

\$ _____

Accepts credit cards?

Accepts monthly payments?

Amount: \$ _____



Wedding Preparation CAKES & DESSERTS

A Sweet Deal!

From layers of heavenly flavors to crumbly cookies, your sweet confections are sure to leave your guests satisfied.



The Cake

- Do you have a cake portfolio?
- Are your designs customizable?
- Which flavors do you offer?
- Can we do a taste test of the flavors?
- Is there a charge for the tasting?
- Can you match the color of the cake to a fabric swatch?

Notes:

Additional Questions

- How far in advance are the cakes prepared?
- Do you provide cake-cutting services?
- Do you have cake accessories?
- Do you offer other options?
- Do you accommodate dietary restrictions?
- Can you provide a box/wrapping for the top tier of the cake?

Contact Info

Company Name

Contact Name

Phone Number

Email

Notes:

I have checked out their

- Website
- Facebook
- Instagram
- Pinterest
- Today's Bride Vendor Profile



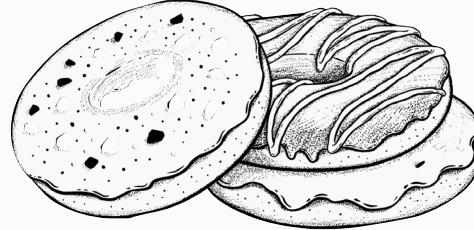
Wedding Preparation

CAKES & DESSERTS

The Business

- Are you licensed by the State Health Department and insured?
- When do we need to order by?
- When is the final head count due?
- Is there a delivery or set-up charge?
- When will the cake be delivered/set-up?
- Are you familiar with our wedding venue?
- Do you offer a guarantee?

Notes:



Tip!

Discuss the environment and setting of your reception with your baker, as he or she may be able to recommend the best icing - fondant, butter cream, or marzipan - to match your style.

Even more...

Visit TodaysBride.com and join
Today's Bride to get access
to additional planner pages.

Fast Facts

Total cost of cake

Additional fees

Tax & gratuity

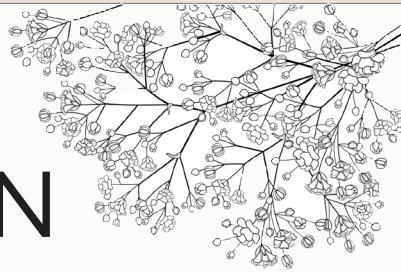
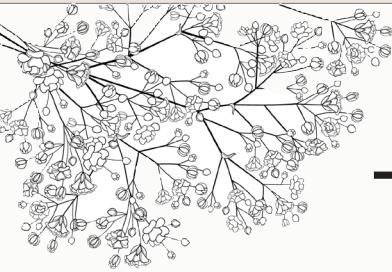
Deposit due

Final payment due

Accepts credit cards?

Accepts monthly payments?

Amount: \$



Wedding Preparation

TRANSPORTATION

Arrive in style!

From limos and party buses to carriages and classic cars, you can be sure that you'll arrive to your reception in style.

- Are you registered with the Department of Transportation?
- What kind of vehicles do you have?
- Can we see the actual vehicle we're renting?
- What is your vehicle substitution policy?
- Who will be the chauffeur?
- When should we book by?
- What does your insurance cover?
- What is the minimum number of hours?
- Is there an overtime fee?
- What kind of decorating can we do?
- What is your policy on eating and drinking?
- What type of music players are in the vehicle?

Notes:

Consider this!

Save your guests from hobbling in heels or searching for their car at the end of the night by offering valet service. It adds a classy touch to your party and makes your guests feel special.

Contact Info

Company Name

Contact Name

Driver Name

Vehicle Requested

Phone Number

Email

Fast Facts

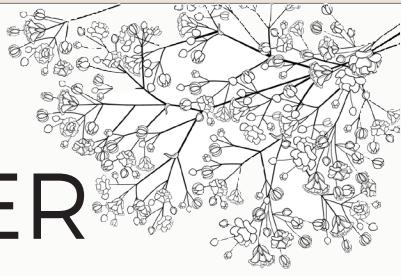
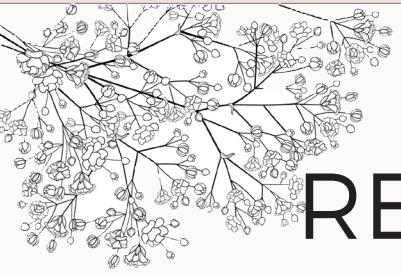
Transportation cost

Tax & gratuity

§

Number of hours

Accepts credit cards?



Wedding Preparation REHEARSAL DINNER

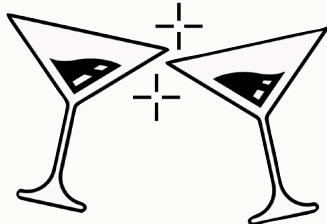
Contact Info

Rehearsal Dinner Location

Rehearsal Dinner Time

Contact Name

Phone Number



Fast Facts

Number of people

Price per person

\$

Tax & gratuity

\$

Final payment due

Consider this!

Anyone who is participating in the ceremony, along with the bride and groom's families, should be invited to the rehearsal dinner. Consider hosting a separate welcome party for out-of-town guests.

Practice makes perfect!

Whether you have it the weekend before or the day before your big day, the rehearsal will erase any pre-wedding jitters.

The Ceremony Rehearsal

- What time will the rehearsal begin?
- How long will the rehearsal take?
- Who should attend the rehearsal?
- Will we rehearse at the site?

Notes:

The Rehearsal Dinner Location

- How many can you seat?
- Do you have a special menu?
- How many servers will you provide?
- Can you accommodate special dietary needs?
- Is there a bar?

Notes:

Cancellation & Refund Policy:

Wedding Preparation

GUEST ACCOMMODATIONS

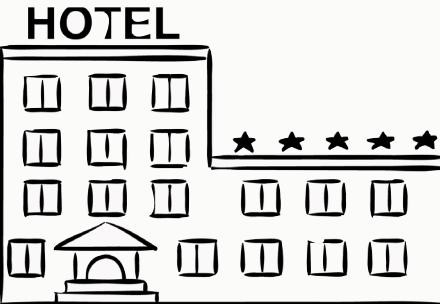
Home Away from Home!

Extend your out-of-town guests' visit by reserving nearby guest accommodations.

- How early should we block hotel rooms?
- What is the minimum number of rooms that we can block?
- How much do the rooms cost?
- What does the rate include?
- When do you release the rooms?
- Do we have to pay for unused rooms?
- Can we put gift bags in our guests' rooms?
- Do you have a honeymoon suite?
- Do you provide shuttle service?
- What amenities do you offer?

Notes: _____

Cancellation & Refund Policy: _____



Contact Info

Company Name _____

Contact Name _____

Phone Number _____

Email _____

Address _____

Even more...

Visit TodaysBride.com and join Today's Bride to get access to additional planner pages.

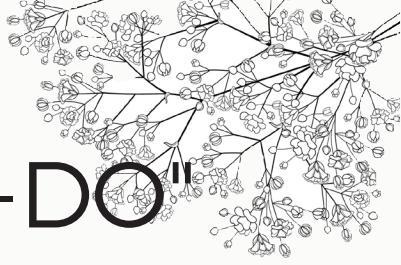
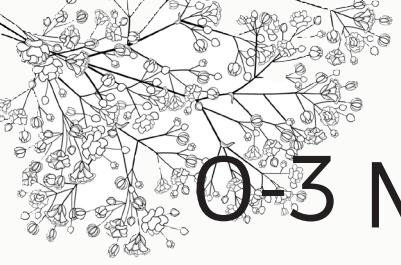
Fast Facts

Room cost \$ _____

Number of rooms _____

Cut-off date _____

Accepts credit cards? _____



Wedding Preparation

0-3 MONTHS UNTIL "I-DO"

- Purchase postage & mail wedding invitations
- Collect and record RSVPs (pg. 4)
- Have a bridal shower
- Apply for your Marriage License (pg. 39)
- Begin writing vows
- Review ceremony details with your Officiant
- Finalize wedding day timeline with your Wedding Planner, Photographer, and venue (pg. 38)
- Determine your "Something Old, New, Borrowed, and Blue" items
- Plan ceremony and reception seating arrangements
- Send rehearsal dinner invitations

Two Weeks until "I-Do"

- Follow up with guests who have not RSVP'd
- Give a final guest count to caterer
- Review wedding day details with your wedding planner
- Update your registries
- Begin breaking-in wedding shows
- Have a final dress fitting
- Make arrangements for the caring of pets and plants while on your honeymoon
- Have one final haircut and color before your big day
- Delegate wedding day duties (i.e. ushering, guest book, gift table, etc.)
- Delegate someone to return tuxes, rentals, and tend to your dress
- Provide directions for wedding day transportation
- Discuss who will be distributing tips

The Details

Bridal shower date

Bridal shower thank you's

Purchased or Mailed?

Something

Old: _____

New: _____

Borrowed: _____

Blue: _____

Rehearsal dinner invites

Purchased or Mailed

Final guest count

Final fitting appointment

Salon appointment

Even More...

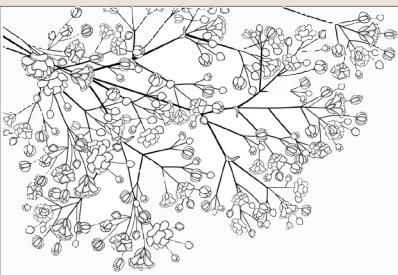
The check list continues:

12+ months pg. 5

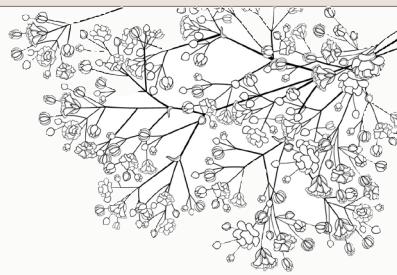
8-12 months... pg. 18

3-8 months ... pg. 29

Print the entire check list and get access to additional planner pages at TodaysBride.com.



Wedding Preparation SCHEDULE



Your wedding day may be hectic, but don't let the stress get to you!
Use this page to plan ahead and make sure to schedule an extra 10-15 minutes for everything.

Rehearsal

Ceremony date/time: _____

Parents: _____

Guests: _____

Dinner date/time: _____

Officiant: _____

Photo Booth: _____

Wedding Day Prep

Hair time: _____

Ceremony Musicians: _____

Cake: _____

Manicure time: _____

Reception DJ/Band/Musicians: _____

Bartenders: _____

Makeup time: _____

Photographer: _____

Other: _____

Getting dressed: _____

Reception access: _____

Other: _____

Caterer: _____

Bride & Bridesmaids: _____

Rentals: _____

Groom & Groomsmen: _____

Florist: _____

Planner: _____

Videographer: _____

Arrival Times



Bride's Check List

Face/Makeup

- Face Wash & Moisturizer
- Remover
- Brushes
- Perfume
- Mirror
- Tissues
- Tweezers
- Cotton Balls
- Cotton Swabs

Hair

- Hair Spray & Gel
- Brush/Comb
- Hair Dryer
- Straightener
- Curling Iron
- Hair Pins
- Bridal Accessories

Teeth

- Toothbrush/paste
- Dental Floss
- Lip Balm
- Breath Mints/Gum

Hands

- Hand Lotion
- Nail Polish (to match yours)
- Nail Polish - clear
- Nail Polish - Remover
- Small Scissors
- Nail File

Shoes

- Weddings Shoes
- Comfy Shoes
- Shoe Buff

Clothing

- Bridal Gown
- 2 Garters (keep 1 & toss 1)
- Change of Clothing
- Stockings
- Bath Robe
- Chalk (to cover small stains)
- Stain Remover
- Body Tape

Sewing

- Sewing Needle
- Thread (to match dresses)
- Safety Pins
- Lint Remover
- Static Guard
- Iron
- Raincoat
- Umbrella

First Aid

- Bandages
- Antibiotic Ointment
- Tums
- Aspirin
- Allergy Medicine
- Eye Drops

Other

- Cash/Credit Cards
- Driver's License
- Cell Phone and Charger
- Clear Deodorant
- Tampons/Pads
- Razor

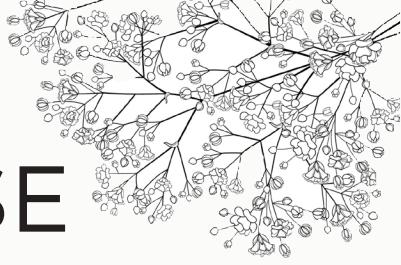
Shaving

- Shaving Cream
- Sunscreen
- Insect Repellent
- Glue
- Masking Tape
- Bottled Water
- Pen and Paper

Important

- Something to eat
- Vendors' Phone Numbers
- Bridal Party Phone Numbers
- Groom's Ring
- Present for the Groom

More online:
Groom's Wedding Day Checklist and Bridal Party Duties



Wedding Preparation MARRIAGE LICENSE

Everything you need to know to take your relationship to the next level...legally!

Planning a wedding requires so much attention to detail that it's easy to overlook the basics. Getting married is a legal act, and it will require one basic detail to make your union official: a marriage license. Obtaining a marriage license is a very simple procedure involving only a short trip to the probate court located in your residing county courthouse.

If either you or your fiancé reside in the state of Ohio, one applicant must provide proof of residency in that county. Even though **you may get married in a different county within Ohio, you must apply for the marriage license in the county in which you live.** If neither of you is a resident of Ohio but plan on getting married within the state, you must apply and get married within the same county. If you are an Ohio resident but are getting married in another state, you must apply in the other state.

Some counties in the state of Ohio DO have a waiting period to receive your license, so it would be wise to apply a few weeks early.

Licenses are valid for sixty days before use.

You will want extra certified copies of your license. They'll need to be submitted when applying to change your name and to update your social security card, driver's license, and passport with your new married name.

Requirements vary from county to county, so if you have any further questions call the Marriage License Department at your issuing county's courthouse. Remember, most government offices are closed on holidays and have specific hours.

Contrary to popular belief, a blood test is not required in Ohio.

After the wedding, your officiant will send your signed license to the Marriage License Bureau. It is then the couple's responsibility to request a copy of their marriage license from the court for a small fee.

What You'll Need...

- Birth Certificates (proof of age)
- Photo Identification
- Proof of Citizenship and/or Residency
- Death Certificate if widowed
- Divorce Decree if divorced
- Cash for associated fees
- Parental consent if underage

The following is a brief overview of requirements for the surrounding counties.

ASHTABULA COUNTY 440-576-3451

25 W. Jefferson St.,
Jefferson

CARROLL COUNTY 330-627-2323

119 S. Lisbon St., Suite 202
Carrollton

COLUMBIANA COUNTY 330-424-9516

105 S. Market St.,

Lisbon

COSHOCTON COUNTY 740-622-1837

426 Main St.,

Coshocton

CUYAHOGA COUNTY 216-443-8920

1 Lakeside Ave. W.,
Room 129,
Cleveland

ERIE COUNTY 419-627-7752

323 Columbus Ave., 2nd Floor,
Sandusky

GEauga COUNTY 440-226-4446

231 Main St., 2nd Floor,
Chardon

HOLMES COUNTY 330-674-5881

1 E. Jackson St., Suite 201
Millersburg

HURON COUNTY 419-668-4383

2 E. Main St., Room 106,
Norwalk

LAKE COUNTY 440-350-2626

25 North Park Pl.,
Painesville

LORAIN COUNTY 440-329-5295

225 Court St., 6th Floor,
Elyria

MAHONING COUNTY 330-740-2310

120 Market St., 1st Floor,
Youngstown

MEDINA COUNTY 330-725-9703

225 E. Washington St., 4th Floor,
Medina

PORTAGE COUNTY 330-297-3871

203 W. Main St.,
Ravenna

STARK COUNTY 330-451-7755

110 Central Plaza South,
Suite 501,
Canton

SUMMIT COUNTY 330-643-2346

209 S. High St.,
Akron

TRUMBULL COUNTY 330-675-2521

161 High St. NW,
Warren

TUSCARAWAS COUNTY 330-365-3244

101 E. High Ave.,
New Philadelphia

WAYNE COUNTY 330-287-5577

107 W. Liberty St.,
Wooster

Information
provided is subject to
change.

Name game

If you've decided to change your last name, the easiest way to apply for the name change is at the same time as you apply for your Marriage License. It will save you extra paperwork, time, and money. You'll receive a simple form to submit to the Social Security Administration, and you're on your way.

If you decide to wait until after your honeymoon, be sure to request at least three certified copies of your marriage license (they're certified if they have a raised seal). Once the court grants your name change, proceed to change your Social Security Card and Driver's License before contacting your bills, banks, and mail subscriptions.

Even more...

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to additional planner pages.