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Shar Logan
MARRIAGE CELEBRANT, JP ABN 52 987 175 549

Your

Wedding Planner

Bride _____

Groom _____

Wedding Date _____

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Bridal Party

Chief Bridesmaid's Name:	
Phone:	Mobile: Email:
Bridesmaid's Name:	
Phone:	Mobile: Email:
Bridesmaid's Name:	
Phone:	Mobile: Email:
Bridesmaid's Name:	
Phone:	Mobile: Email:
Bridesmaid's Name:	
Phone:	Mobile: Email:
Flower Girl's Name:	
Flower Girl's Name:	
Best Man's Name:	
Phone:	Mobile: Email:
Groomsman's Name:	
Phone:	Mobile: Email:
Groomsman's Name:	
Phone:	Mobile: Email:
Groomsman's Name:	
Phone:	Mobile: Email:
Groomsman's Name:	
Phone:	Mobile: Email:
Page Boy's Name:	
Page Boy's Name:	

Wedding Checklist

6-18 Months Ahead

- Decide Wedding Date & Time.
- Book your Celebrant.
- Choose and book Ceremony and Reception venues.
- Book Photographer & Videographer.
- Discuss your budget with parents and fiancé.
- Contact and consult with a wedding co-ordinator.
- Choose wedding attendants.
- Organise your guest list.
- Look at Bridal outfits.
- Organise caterers if required.
- Obtain your birth certificates.
- Book a consultation with a wedding decorator.
- Decide & book your honeymoon location.
- If going overseas, check your passport and drivers license are current.
- Begin a personal health & fitness program.
- Organise Travel & Wedding Insurance.
- Select and book your entertainment.
- Select and book Wedding transportation.
- Select and order your cake.
- Book any wedding apparel that needs to be hired.

6-18 Months Ahead Continued

- Book accommodation for out of town guests.

3-6 Months Ahead

- Complete Notice of Intended Marriage.
- Order Wedding stationery.
- Discuss flowers and colour scheme with your florist.
- Select a hairdresser and arrange a trial hairstyle.
- Choose your wedding rings.
- Plan the order of the ceremony and reception.
- Register with a bridal gift service and select gift choices.
- Choose MC for the reception.
- If going overseas, start inoculations.
- Discuss insurance & wills etc, for your future together.
- Check your level of health cover or arrange health insurance.
- Order any hire equipment you may need. E.g. chairs, tables etc.

2 Months Ahead

- Send out invitations.
- Decide on menu & drinks with your caterer.
- Try on and order lingerie.

2 Months Ahead Continued

- Discuss your photos and video with photographer.
- Check and confirm honeymoon bookings.

1 Month Ahead

- Arrange reception guest seating.
- Confirm all arrangements & bookings.
- Buy your attendants gifts
- Schedule wedding rehearsals and notify all involved.
- Ask speakers to prepare their speeches.
- Trial your make-up.

14 Days Ahead

- Collect wedding rings.
- Notify papers for wedding notices.
- Confirm numbers with caterers.
- Check arrangements with photographer & videographer.
- Order traveller's cheques or overseas money.
- Collect and try on wedding outfits and accessories.
- Confirm all hired equipment and wedding transport.

7 Days Ahead

- Pack for honeymoon: passports, tickets & cheques/money.

7 Days Ahead Continued

- Organise a responsible family member or friend to return all hired outfits & equipment.
- Take it easy, relax, have a facial, massage & colour your hair.
- Have wedding rehearsal.

The Day Before

- Confirm when flowers and cake are arriving.
- Confirm Hair & Make up.
- Have a manicure & pedicure.
- Pack last minute honeymoon items.
- Remove any shop tags or prices from your wedding attire.
- Arrange for refreshments at hotel for wedding party during pre-wedding preparation times (extra glasses ordered).

The Day Before Continued

- Pack essentials for your wedding day.
- Lay out all wedding day attire.
- Pack an emergency kit with needle, thread, safety pins, extra stockings, bandaids and pain relief.
- Get a really good night's sleep.
- Enjoy your day, RELAX.



After the Honeymoon

- Send Thank You Cards for the gifts.
- Organise legal: wills, banks and change of name information.
- Have wedding dress cleaned and preserved.
- Make an appointment to see Photographer.

Take responsibility for the timing of the day and ensure everything runs to time.

Suggestions for Wedding Day Timetable:

- Breakfast
- Lunch
- Hairdressing
- Makeup
- Bride Dressing
- Bride Flower Delivery
- Bride Photography
- Bride Transport Pickup
- Groom Dressing
- Groom Flower Deliver
- Groom Photography
- Groom Transport Pickup
- Flower Delivery for Ceremony
- Depart Ceremony
- Reception Flower Delivery
- Reception Arrival
- Meals Served
- Speeches
- Depart Reception

Wedding Day Timetable


6.30 a.m.	
7.00 a.m.	
7.30 a.m.	
8.00 a.m.	
8.30 a.m.	
9.00 a.m.	
9.30 a.m.	
10.00 a.m.	
10.30 a.m.	
11.00 a.m.	
11.30 a.m.	
12.00 p.m.	
12.30 p.m.	
1.00 p.m.	
1.30 p.m.	
2.00 p.m.	
2.30 p.m.	
3.00 p.m.	
3.30 p.m.	
4.00 p.m.	
4.30 p.m.	
5.00 p.m.	
5.30 p.m.	
6.00 p.m.	
6.30 p.m.	
7.00 p.m.	
7.30 p.m.	
8.00 p.m.	
8.30 p.m.	
9.00 p.m.	
9.30 p.m.	
10.00 p.m.	
10.30 p.m.	
11.00 p.m.	
11.30 p.m.	
12.00 a.m.	
12.30 a.m.	
1.00 a.m.	

Ceremony

Location		
Contact Name:		
Address:		
Phone:	Email:	Mobile:
Ceremony date:	Start Time:	Finish Time
Special Conditions:		
Notes:		
Celebrant		
Name:		
Address:		
Phone:	Email:	Mobile:
Interview Appointment	Date:	Time:
Rehearsal Appointment	Date:	Time:
Notes:		

Reception

Location		
Contact Name:		
Address:		
Phone:	Email:	Mobile:
Ceremony date:	Start Time:	Finish Time
Guest arrival time:	Bride & Groom arrival time:	
Meal commencement time	Bride & Groom departure time:	
Booking date:	Confirmation date:	
Notes:		
Master of Ceremonies		
Phone:	Email:	Mobile:
Booking date:	Confirmation date:	
Notes:		

Banquet/Catering		
Contact Name:		
Address:		
Phone:	Email:	Mobile:
Booking date:	Confirmation date:	
 <p>MENU</p>	♥ Hors d'oeuvres: ♥ Entrée: ♥ Main Course: ♥ Dessert: ♥ Champagne: ♥ Table Wine: ♥ Non-Alcoholic drinks: ♥ Beverages: ♥ Extra:	
Notes:		

Entertainment/Music

Ceremony

Contact Name:

Address:

Phone:

Email:

Mobile:

Start time:

Finish Time:

Music List

♥ Prelude:

♥ Processional:

♥ Signing the register:

♥ Recessional:

Reception

Contact Name:

Address:

Phone:

Email:

Mobile:

Start Time:

Finish Time:



♥ Canapés:

♥ Introductions:

♥ Dinner:

♥ Bridal Waltz

♥ Dancing:

♥ Farewell:

♥ Special Requests:

♥ Banned List:

Fitness/Dance Classes

Contact Name:

Address:

Phone:

Email:

Mobile:

Details:

Notes:

Bridal Wear for the Girls

<i>The Bride</i>			
Contact Name:			
Address:			
Phone:	Mobile:	Email:	
Initial appointment	Fitting appointment	Collection appointment	
Time:	Time:	Time:	
Date:	Date:	Date:	
Notes:			
<i>The Bridesmaids</i>			
Contact Name:			
Address:			
Phone:	Mobile:	Email:	
Initial appointment	Fitting appointment	Collection appointment	
Time:	Time:	Time:	
Date:	Date:	Date:	
Notes:			
<i>The Flower Girls</i>			
<i>Contact Name:</i>			
Address:			
Phone:	Mobile:	Email:	
Initial appointment	Fitting appointment	Collection appointment	
Time:	Time:	Time:	
Date:	Date:	Date:	
Notes:			

<i>Accessories</i>	Ordered	Purchased	Delivered	Collected
Shoes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veil/Headpiece	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lingerie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stockings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Wedding Attire for the Boys

The Groom

Contact Name:

Address:

Phone:

Mobile:

Email:

Initial appointment

Fitting appointment

Collection appointment

Time:

Time:

Time:

Date:

Date:

Date:

Notes:

Best Man/Groomsmen

Contact Name:

Address:

Phone:

Mobile:

Email:

Initial appointment

Fitting appointment

Collection appointment

Time:

Time:

Time:

Date:

Date:

Date:

Notes:

Page Boys

Contact Name:

Address:

Phone:

Mobile:

Email:

Initial appointment

Fitting appointment

Collection appointment

Time:

Time:

Time:

Date:

Date:

Date:

Notes:

Accessories

Ordered

Purchased

Delivered

Collected

Shoes

Ties

Cuff Links

Socks

Other

Hair & Beauty

Make-Up

Contact Name:

Address:

Phone:

Mobile

Email:

Booking Date:

Confirmation date:

Trial Time:

Trial Date:

Wedding Day Start Time:

Wedding Day Finish Time:

Notes:

Hair

Contact Name:

Address:

Phone:

Mobile

Email:

Booking Date:

Confirmation date:

Trial Time:

Trial Date:

Wedding Day Start Time:

Wedding Day Finish Time:

Notes:

Nails

Contact Name:

Address:

Phone:

Mobile

Email:

Booking Date:

Confirmation date:

Pre-wedding day appointment:

Notes:

Skin Care

Contact Name:

Address:

Phone:

Mobile

Email:

Booking Date:

Confirmation date:

Trial Time:

Trial Date:

Pre-wedding day appointment:

Notes:

Jewellery / Stationery

Rings		
Contact Name:		
Address:		
Phone:	Mobile:	Email:
Order Date:		Rings Ready by Date:
Engagement Ring:		Wedding Rings:
Brides Ring size:		Grooms Ring size:
Fitting Time:		
Notes:		
Printer		
Contact Name:		
Address:		
Phone:	Mobile:	Email:
Notes:		
Invitations		
		RSVP Date:
Selection Time:		Proof Time:
Quantity:		Order Date:
Delivery Date:		Style:
Notes:		
<i>Suggest you to include your bridal register and dress standards (e.g. formal) for the wedding when mailing invitations</i>		
Thank You Cards		
Quantity:		Order Date:
Delivery Date:		
Notes:		
Other		
Quantity:		Order Date:
Delivery Date:		
Notes:		

Flowers

Florist			
Contact Name:			
Address:			
Phone:	Mobile	Email:	
Booking date:	Confirmation date:		
Colour scheme/details:			
The Wedding Party	Order Date	Confirm Date	Deliver to
♥ Bridal Bouquet			
♥ Bridal Headpiece			
♥ Bridesmaids bouquets			
♥ Bridesmaids armbands			
♥ Bridesmaids headpiece			
♥ Flower girls head pieces and bouquets			
♥ Flower girls petal basket			
♥ Groom's buttonhole			
♥ Groomsmen's buttonholes			
♥ Mothers' corsage			
♥ Fathers' corsage			
♥ Special female guest corsage			
♥ Special male guest corsage			
The Ceremony			
♥ Ceremony Floral arrangements			
♥ Seating decorations			
♥ Rose-petal aisle			
The Reception			
♥ Entry arrangements			
♥ Table decorations			
♥ Bridal Party decorations			
♥ Cake table			
♥ Bathroom arrangements			

Photos & Videos

<i>Photographer</i>		
Contact Name:		
Address:		
Phone:	Mobile:	Email:
Initial Appointment	Wedding Times	After Wedding Viewing
Date:	Start Time:	Date:
Time:	Finish Time:	Time:
Agreed Photography Coverage Details:		
Special Requests:		
Notes:		

<i>Videographer</i>		
Contact Name:		
Address:		
Phone:	Mobile:	Email:
Initial Appointment	Wedding Times	After Wedding Viewing
Date:	Start Time:	Date:
Time:	Finish Time:	Time:
Agreed Video Coverage Details:		
Special Requests:		
Notes:		

Cake

<i>Cake-Maker</i>		
Contact Name:		
Address:		
Phone:	Mobile:	Email:
Appointment Time:		Appointment Date:
Delivery Time:		Delivery Date:
Details:		



Equipment Hire

Ceremony

Contact Name:

Address:

Phone:

Mobile:

Email:

Booking date:

Confirmation Date:

Delivery date:

Delivery Time:

Equipment required:

Reception

Contact Name:

Address:

Phone:

Mobile:

Email:

Booking date:

Confirmation Date:

Delivery date:

Delivery Time:

Equipment required:

Decoration

<i>Ceremony</i>	
Contact Name:	
Address:	
Phone:	Mobile: Email:
Colour Scheme:	
Notes:	
<i>Reception</i>	
Contact Name:	
Address:	
Phone:	Mobile: Email:
Colour Scheme:	
Notes:	
<i>Bonbonniere</i>	
Contact Name:	
Address:	
Phone:	Mobile: Email:
Details:	
Notes:	

Wedding Insurance

<i>Insurer</i>	
Contact Name:	
Address:	
Phone:	Mobile: Email:
Coverage:	
Notes:	

Transportation

<i>Vehicles</i>			
Contact Name:			
Address:			
Phone:	Mobile	Email:	
Booking Date:		Confirmation date:	
Ceremony:			
Reception:			
Extra:			
Notes:			

Accommodation

<i>Bride & Groom</i>			
Contact Name:			
Address:			
Phone:	Mobile:	Email:	
Booking Date:		Confirmation date:	
Cost per night -double:			
Notes:			
<i>Guests</i>			
Contact Name:			
Address:			
Phone:	Mobile:	Email:	
Booking Date:		Confirmation date:	
Cost per night-single:		Cost per night-double	
Notes:			

Honeymoon

<i>Destination</i>			
<i>Travel Agent</i>			
Contact Name:			
Address:			
Phone:	Mobile:	Email:	
Booking Date:		Confirmation date:	
Airline Name:		Flight Number:	
Departure Date:		Departure Time:	
Return Date:		Return Time:	
Notes:			
<i>Accommodation</i>			
Contact Name:			
Address:			
Phone:	Mobile:	Email:	
Booking Date:		Confirmation date:	
Check-in date:		Check in time:	
Check out date:		Check out time:	
Notes:			

Wedding Budget

SERVICE	PRICE QUOTED	DEPOSIT PAID	BALANCE DUE
Accessories			
Bonbonniere			
Brides dress			
Bridesmaid dresses			
Brides Ring			
Brides transport			
Celebrant fees			
Drinks			
Entertainment			
Florist			
Flower girl dress			
Gifts			
Groom's suits			
Groom's ring			
Groomsmen's suits			
Groom's transport			
Hair			
Make-up			
Manicure			
Page boy suit			
Photographer			
Reception			
Stationery			
Venue fees			
Videographer			
Wedding cake			
Wedding decorator			
Wedding insurance			
Wedding Planner			
Wedding Venue Fee			
TOTAL:			

