

ULTIMATE WEDDING PLANNER WORKBOOK

Presented by:



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Congratulations on your Engagement!

Solemates High Heelers have been providing “support” to brides (and their shoes) for years! Knowing how stressful it can be to plan a wedding, we are excited to present you with our “Ultimate Wedding Planner Guide,” to help you organize, schedule, and stay on top of every detail of your very special day.

Within this guide you’ll find a helpful assortment of worksheets and checklists to assist you with tracking and managing your every need during the wedding planning process, including budget, scheduling, and guest organization. We hope you find them helpful and informative. Please print the pages out as needed and use it them help plan your wedding day to be everything you have always imaged.

Wishing you a lifetime of love and happiness!

Sincerely,

Monica & Becca

www.thesolemates.com

Wedding Budget: Total _____

Before planning a wedding, you need to know how much you can spend. Use this worksheet to map out your wedding budget and what you want to spend it on. As a rule of thumb, allot at least 50% of your budget to the reception (venue, food, beverages). Plan to spend 10% each on flowers, photography, music, attire, and stationary (and other favors).

Ceremony & Reception: 50% of Your Budget

_____	CEREMONY LOCATION FEE
_____	OFFICIANT'S FEE
_____	MARRIAGE LICENSE
_____	RECEPTION-SITE FEE
_____	FOOD
_____	CAKE
_____	BAR
_____	RENTALS
_____	COUPLE'S TRANSPORTATION
_____	GUESTS' TRANSPORTATION AND PARKING
_____	TIPS AND COAT CHECK
_____	<i>Subtotal</i>

Gifts, Favors and Extras: 10% of Your Budget

_____	MAID OF HONOR'S GIFT
_____	BRIDESMAIDS' GIFTS
_____	BEST MAN'S GIFT
_____	GROOMSMEN'S GIFTS
_____	CHILD ATTENDANTS' GIFTS
_____	BRIDE & GROOM PARENTS' GIFTS
_____	FAVORS
_____	GUEST-BOOK
_____	RING PILLOW
_____	<i>Subtotal</i>

Flowers: 10% of Your Budget

_____	CEREMONY DECORATIONS
_____	BRIDE'S BOUQUET
_____	MAID OF HONOR'S BOUQUET
_____	BRIDESMAIDS' BOUQUETS
_____	FLOWER GIRL'S ACCESSORIES
_____	CORSAGES
_____	BOUTONNIÈRES
_____	RECEPTION CENTERPIECES AND DECORATIONS
_____	<i>Subtotal</i>

Attire: 10% of Your Budget

_____	BRIDE'S DRESS
_____	HEADPIECE AND VEIL
_____	BRIDE'S SHOES
_____	JEWELRY AND ACCESSORIES
_____	HAIR AND MAKEUP
_____	GROOM'S TUXEDO OR SUIT
_____	GROOM'S SHOES & ACCESSORIES
_____	BRIDE & GROOM'S RINGS
_____	<i>Subtotal</i>

Photography: 10% of Your Budget

_____	PHOTOGRAPHER'S FEE
_____	ENGAGEMENT PORTRAIT
_____	WEDDING ALBUM
_____	PARENTS' ALBUM
_____	ADDITIONAL PRINTS
_____	VIDEOGRAPHY
_____	<i>Subtotal</i>

Guest-List Planner

Once you've finalized your guest-list for your wedding, use this planner to keep track of names, phone numbers, addresses, RSVP's and thank-you notes. Reprint this page as many times as you need, so that you have enough room to fit all of your guests.

Name: _____

Address: _____

Telephone: _____

Email: _____

Gift: _____

_____ Save-the-date Sent

_____ Invitation Sent

_____ R.S.V.P. Received

_____ Thank-you Card Sent

_____ Number Attending

Name: _____

Address: _____

Telephone: _____

Email: _____

Gift: _____

_____ Save-the-date Sent

_____ Invitation Sent

_____ R.S.V.P. Received

_____ Thank-you Card Sent

_____ Number Attending

Name: _____

Address: _____

Telephone: _____

Email: _____

Gift: _____

_____ Save-the-date Sent

_____ Invitation Sent

_____ R.S.V.P. Received

_____ Thank-you Card Sent

_____ Number Attending

Name: _____

Address: _____

Telephone: _____

Email: _____

Gift: _____

_____ Save-the-date Sent

_____ Invitation Sent

_____ R.S.V.P. Received

_____ Thank-you Card Sent

_____ Number Attending

Photography Planner

To make sure that your photographer captures the most important moments of your wedding, provide him or her with a list of specific events and names of important guests to photograph. Then designate a close friend to help locate the individuals. Discuss in detail any specific, special or unique shots you want on your special day.

Portraits

- | | |
|--|---|
| <input type="checkbox"/> BRIDE | <input type="checkbox"/> BRIDE & PARENTS |
| <input type="checkbox"/> GROOM | <input type="checkbox"/> GROOM & PARENTS |
| <input type="checkbox"/> BRIDE & GROOM | <input type="checkbox"/> BRIDE & GROOM W/PARENTS |
| <input type="checkbox"/> BRIDE, with detail of back of dress | <input type="checkbox"/> BRIDE & GROOM w/bride's family |
| <input type="checkbox"/> GROOM & BEST MAN | <input type="checkbox"/> BRIDE & GROOM w/groom's family |
| <input type="checkbox"/> GROOM & GROOMSMEN | <input type="checkbox"/> _____ |
| <input type="checkbox"/> BRIDE & MAID OF HONOR | <input type="checkbox"/> _____ |
| <input type="checkbox"/> BRIDE & BRIDESMAIDS | <input type="checkbox"/> _____ |
| <input type="checkbox"/> RING BEARER & FLOWER GIRL | <input type="checkbox"/> _____ |
| <input type="checkbox"/> ENTIRE WEDDING PARTY | <input type="checkbox"/> _____ |

Pre-Wedding Candid

- | | |
|--|---|
| <input type="checkbox"/> BRIDE & Bridesmaids getting ready | <input type="checkbox"/> BRIDE leaving for ceremony |
| <input type="checkbox"/> GROOM & Groomsmen getting ready | <input type="checkbox"/> GROOM leaving for ceremony |
| <input type="checkbox"/> BRIDE being helped by mother or MOH | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Reception Site | <input type="checkbox"/> _____ |
| <input type="checkbox"/> BRIDE, with detail of back of dress | <input type="checkbox"/> _____ |

Ceremony

- | | |
|--|--|
| <input type="checkbox"/> Wedding Signs | <input type="checkbox"/> Special guests watching ceremony |
| <input type="checkbox"/> Wedding Programs | <input type="checkbox"/> Wedding Kiss |
| <input type="checkbox"/> Ceremony Site, w/guests arriving | <input type="checkbox"/> BRIDE & GROOM leading recessional |
| <input type="checkbox"/> Ushers | <input type="checkbox"/> Guests throwing rice or bubbles |
| <input type="checkbox"/> Groom walking down aisle or waiting | <input type="checkbox"/> Signing of wedding certificate |
| <input type="checkbox"/> Bridal party at ceremony spot, awaiting bride | <input type="checkbox"/> BRIDE & GROOM Rings |
| <input type="checkbox"/> Child attendants walking down aisle | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride walking down aisle | <input type="checkbox"/> _____ |

Music Planner

Use this planner to fill out the songs you want played at your wedding, and the songs you don't. Give a copy of this to your DJ or band ahead of time so they can make sure they have the song you want, in the correct version, or know how to play that song on your special day.

Prelude:

Song: _____ Artist: _____ Start Time: _____

Processional:

Song: _____ Artist: _____ Start Time: _____

Ceremony:

Song: _____ Artist: _____ Start Time: _____

Recessional:

Song: _____ Artist: _____ Start Time: _____

Cocktail Hour:

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Song: _____ Artist: _____ Start Time: _____

Bridal Party Reception Entrance Songs:

Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____

Bride & Groom Reception Entrance Song:

Song: _____	Artist: _____	Start Time: _____
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First Dance:

Song: _____	Artist: _____	Start Time: _____
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Father-Daughter Dance:

Song: _____	Artist: _____	Start Time: _____
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Mother-Son Dance:

Song: _____	Artist: _____	Start Time: _____
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Guests First Dance:

Song: _____	Artist: _____	Start Time: _____
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Dedications & Toasts:

Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____

Dinner:

Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____

Dancing:

Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____

Cake Cutting:

Song: _____	Artist: _____	Start Time: _____
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Last Song:

Song: _____	Artist: _____	Start Time: _____
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Do Not Play List:

Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____
Song: _____	Artist: _____	Start Time: _____

Flower Planner

Use this worksheet to plan and keep track of the flowers you'll need for the ceremony, reception, and bridal party. Talk to your florist early about what's in season and available to you. Don't forget about silk flowers as well, as a way to save you money, as well as reusing your ceremony flowers for table centerpieces.

Wedding Party

Bride's Bouquet: _____

Bride's Headpiece: _____

Maid of Honor's Bouquet: _____

Bridesmaids Bouquets: _____ Quantity: _____

Flower Girl's Headpiece & Basket: _____

Groom's Boutonniere: _____

Best Man's Boutonniere: _____

Groomsmen's Boutonnieres: _____ Quantity: _____

Ring Bearer's Boutonniere: _____

Mothers' Corsages: _____ Quantity: _____

Fathers' Boutonnieres: _____ Quantity: _____

Other Special Guest Flowers: _____

Other: _____

Other: _____

Other: _____

Ceremony:

Aisle Runner: _____

Pew or Chair Decorations: _____

Altar or Huppa Arrangements: _____

Candles and Holders: _____

Other: _____

Other: _____

Other: _____

Other: _____

Reception Flowers:

Entryway Arrangements: _____

Bar Decorations: _____

Table Centerpieces: _____

Bride & Groom Chair Decorations: _____

Buffet Table Decorations: _____

Cake and Cake Table Decorations: _____

Powder Room Decorations: _____

Other: _____

Other: _____

Other: _____

Flowers by Season

YEAR ROUND: Calla Lily, Carnation, Flesia, Gardenia, Lily, Orchid, Ranuculus, Rose, Stephanotis

SPRING: Cherry Blossom, Daffodil, Dogwood, Forsythia, Hellebore, Hyacinth, Lilac, Lily-of-the-Vally, Muscari, Peony, Quince, Sweat Pea, Tulip, Viburnum

SUMMER: Astilbe, Cosmos, Dahlia, Daisy, Delphinium, Garden Rose, Gladiolus, Hollyhock, Lady's Mantel, Larkspur, Marigold, Scabiosa, Snapdragon, Violet, Zinnia

FALL: Autumn Leaves, Chrysanthemum, Dahlia, Hydrangea, Sunflower

WINTER: Amaryllis, Anemone, Evergreen, Forced Bulbs, Paper White, Poinsettia

Wedding Planning Checklist

Use this workbook to manage and help you organize and plan out the important details of your wedding. It will allow you to set a time-line of your entire wedding planning process and stay on top of all wedding “deliverables” throughout the wedding planning process.

8+ Months Ahead

- Create a wedding binder or folder: Here you'll store all of your bridal contacts, vendor information, inspiration (magazine clippings or photos), and everything else you are going to need for your wedding. Stay organized early to reduce the stress.
- Decide on a budget: Determine how much you can afford to spend, including family contributions as well as your own.
- Choose your wedding party: The sooner the better. Your bridal party is the team of friends, family and loved ones who are going to have your back and help you through one of the most exciting times of your life.
- Guest List: Make a full headcount chart, including contact info (email, phone, address) and the ability to confirm and keep track of RSVP and gifts.
- Wedding planner: If you're looking to hire a wedding planner, now is the time.
- Pick Your Wedding Date: That special day, for the big day!
- Research and reserve ceremony and reception venues: If you are having them in separate locations, factor in traveling time and methods between the two locations.
- Vendors: Begin researching, interviewing and pricing the various wedding vendors you are considering for your wedding: These include photo booths, DJ's, bands, florists, caterers, and more.
- Book officiant: The person who will give you away at your wedding.
- Engagement Party: Now would be the time to throw your engagement party, if you plan on having one. Remember that engagement party guests should be invited to your wedding as well.

8 Months Ahead

- Secure photographer and videographer: The team who is going to capture all the moments of your special day.
- Book/Finalize wedding entertainment: Bands and DJ's book up quick and way in advance to wedding season, so make sure to put down your deposit and lock them in as soon as possible. Do not forget to hire any musicians that will be playing at your ceremony as well.
- Caterers & Food: Whether your wedding venue has caterers or you need to provide your own, by this time you should have sat down with your caterers and gone over and confirmed your wedding menu and food choices with them.
- Wedding Dress: Purchase your wedding dress, shoes, jewelry and other accessories you will need for your big day.
- Hotel & Accommodations: Reserve a block of hotel rooms to accommodate out-of-town visitors and traveling guests.
- Register: Complete your wedding registry at a few major retailers.
- Wedding Website: Create a personal website through a free provider such as weddingchannel.com to not only provide guests a fun way to get to know your "love story" but to get vital wedding information such as date and times, venue location, travel and accommodations, registry, as well as other links and information they may need. Some couples even choose to have RSVP's confirmed online as well.
- Save the Date: Time to send out your save the date cards to make sure your friends and family keep your special date open.

6 Months Ahead

- Invitations: This can be a really time consuming, so don't wait until last minute. You'll need your wedding invitations, RSVP cards, as well as their self addressed return envelopes.
- Honeymoon: If you plan on traveling, now is the time to start researching and booking accommodations, especially if you want to save money on travel costs.
- Bridesmaid dresses: Leave plenty of time so that the dresses can not only be ordered (which can take months) but additional time to allow them to be tailored. If you have a flower girl, don't forget her dress too!
- tuxedos: Reserve them early to make sure you get the right sizes. Don't forget to include the groom, groomsmen,

ring bearer, and the father-of-the-bride.

- Setting & Lighting:** If you are having a wedding that has special lighting, accents, backdrops or elements that require a vendor including tables and chairs, make sure they are booked by now.
- Finalize florist:** By now you've figured out your color scheme, so you'll need to choose and secure your arrangements for both the ceremony and the reception, including table centerpieces, as well as bouquets for the bride and bridesmaids (and even the mother-of-the-groom and father-of-the-bride) and corsages for the groom and groomsman.
- Transportation:** Anything you'll need to get you from point A to point B. This includes limos, party buses, luxury and town cars, carriages and more.
- Time-line:** Begin planning your wedding time-line from start to finish.

4-6 Months Ahead

- Book rehearsal dinner date and venue.**
- Wedding cake:** Finalize and order your wedding cake. Some bakers require notice far in advance, depending on how complex your cake is.
- Shower guest list:** If you know you're having a bridal shower, give your guest list to the host, including their contact information.
- First Wedding Dress Fitting:** Bring your shoes to this fitting so the tailor can be certain that your dress length is perfect.
- Hair Appointment & Trial:** Choose the stylist who will be doing your hair for the big day. Make sure you do a practice run to make sure the stylist can create the look you want for your special day.
- Makeup Artist:** Same goes for your makeup artist. Book them now and have a trial session to see beforehand what your bridal look will be.
- Choose music:** Whether you are creating a playlist for the DJ, or song requests for the band, get this out of the way now. Make sure to include any special dedications, as well as the mother-son and father-daughter dances and the music you will be walking down the aisle to.
- Wedding Favors:** If you plan on making them, get a head start. It will be more time consuming than you think. Now is also a good time to order them if you are going that route as well.

3 Months Ahead

- Finalize Menu: Make sure your food choices are confirmed with the caterers and venue.
- Finalize wedding flowers: Bride, bridesmaids, groom, groomsmen, mother-of-the-groom, father-of-the-bride, ceremony flowers, reception flowers, table centerpieces.
- Confirm Toasts: The best man as well as maid of honor are usually the staples, but if you are planning on having another toast or speaker at your wedding, make sure you confirm with them now so they have time to write and practice their speech.
- Ceremony Readings: If you plan on having someone read at your ceremony, decide on what they will be reading and confirm with them now
- Schedule Second Wedding Dress Fitting.
- Finalize the time-line for the ceremony and reception.
- Print-ables: If you are going to have any printable accents at your wedding, now is the time to start thinking about them and have them designed, or even preprinted if possible. These include menu cards, drink cards, signs, posters, table numbers, seating cards or any other items that will be printed.
- Rings: Make sure you have your wedding rings secured now to give yourself time for resizing and engraving.
- Alert all vendors of your schedule and time-line: This will give them time to prepare and respond with feedback.

2 Months Ahead

- Touch base with all vendors again to confirm all arrangements.
- Meet with photographer: Use this time to discuss the shots you want, as well as the opportunity to walk through the venue as well as different locations where you'd like your photos to be taken. If your wedding photo location needs to be reserved or needs a license, make sure you do this now.
- Send out invitations: Make sure all invitations are in the mail 8 weeks before the ceremony, with a clear RSVP cutoff three weeks later. You need time to create your seating chart and get the tables organized.

1 Months Ahead

- Confirm RSVP who have mailed in their response.
- Call wedding guests who have not RSVP'ed yet to confirm. Sometimes they simply forget to send the invitation back.
- Marriage License. The process can take up to 6 days so give yourself time especially if you are changing your name.
- Mail rehearsal-dinner invites.
- Final Dress Fitting.
- Finalize payments to all vendors.
- Confirm times for hair appointments for bridal party.
- Confirm times for makeup.
- Email and print directions for all drivers.
- Finalize seating chart and print seating cards.
- Bridesmaid's gifts: If you plan on giving a special gift to your bridesmaids, make sure you have them in time to present them to your bridesmaids at the rehearsal dinner.
- Stock the bar for your pre-wedding preparations.
- Write vows, if necessary.
- Hair appointments: Get your hair cut, colored and styled so that it is ready for the big day.
- Nail appointment: A special wedding day manicure and pedicure is a must, for both bride and groom!
- Tanning: Some brides (and grooms) want a little pre-wedding glow. If you plan on going tanning, make sure you do it several days before the wedding so that you are not bright red on your big day.
- Final confirmation for all vendors with schedule and arrival times, as well as who is going to be there to help direct them.

- Final delegation of wedding-day tasks: Decide on the person to help orchestrate and direct your big day. If things need to be picked up the day of the wedding, or certain arrangements need to be made, make sure you plan these now.
- Final wedding time-line: Send this out to your entire bridal party and confirm with them to make sure your wedding goes off without a hitch.
- Pick up dress & tuxedos.
- Final check in with photographer and time-line.
- Organize all final payment checks to be handed out the day of the event.
- Collect and set aside any vendor tips you will be handing out on the day.
- Send final guest list and head count to caterers and wedding venue.
- Break in your wedding shoes.
- Pack everything you'll need for your big day, including emergency items.
- Pack for your honeymoon.
- Relax, smile and enjoy your big day!