

THE MINI

Wedding Planner

Planning Timeline

Wedding Date : _____

12 Months Before

- Set The Date
- Set Your Budget
- Settle On A Theme & Colour Palette
- Start A Wedding Planning Binder And Start Keeping Track Of Payments, Deposits, Phone Numbers, Deadlines, Etc.
- Find Someone To Design Your Stationary

10 Months Before

- Put Together A Guest List
- Book Venue And Caterers
- Book A DJ / Musician
- Book Your Officiant
- Book A Photographer Or Videographer

8 Months Before

- Finalise Your Wedding Stationary
 - Send Out Save The Date
 - Order The Wedding Dress
 - Invite Your Wedding Party
 - Register
- Block Hotel Rooms For Out Of Town Guests

Planning Timeline

6 Months Before

- Send Out Invitations
- Plan The Honeymoon
- Order Bridesmaids Dresses
- Meet Florist / Caterer / Planner

4 Months Before

- Order The Cake
- Organise Grooms Attire
- Plan A Rehearsal Dinner
- Make Hair & Makeup Appointments
- Chat To The MC & Those Giving Speeches

2 Months Before

- Dress Fittings
- Arrange Transportation
- Breathe & Relax, Maybe Book A Spa Day?
- Purchase Rings

4 Weeks Before

- Get Marriage License
- Meet With Photographer
- Organise & Create Your Seating Plan
- Get Your Menu Sorted
- Order Day-Of Stationary (Menus, Name Cards, Table Numbers etc)

Planning Timeline

2 Weeks Before

- Send Photoshoot Ideas To Photographer
 - Final Fittings
 - Finalise Vows & Readings
- Assemble / Create Wedding Favours
- Send Schedules To Your Wedding Party

1 Week Before

- Make Final Payments
- Confirm With Caterers & Venue
- Pick Up Dress & Grooms Suit

1 Day Before

- HAVE A GIN & TONIC
- Manicure / Pedicure
- Rehearsal Dinner
- Get A Good Nights Sleep

The Big Day

- Hair & Makeup
- Own That Dress
 - Say I DO
- Greet Everyone & Do The Rounds
 - Live Happily Ever After

Wedding Budget

Total Budget : _____

| | | |
|--------------------------------|---------|---------|
| Venue | R _____ | R _____ |
| Accommodation | R _____ | R _____ |
| Wedding Planner / Coordinator | R _____ | R _____ |
| Marriage Counseling | R _____ | R _____ |
| Invitations | R _____ | R _____ |
| Save The Date | R _____ | R _____ |
| Thank Yous | R _____ | R _____ |
| Programme | R _____ | R _____ |
| Menus | R _____ | R _____ |
| Place Cards | R _____ | R _____ |
| Seating Plan Display | R _____ | R _____ |
| Photographer | R _____ | R _____ |
| Videographer | R _____ | R _____ |
| Wedding Dress | R _____ | R _____ |
| Veil / Head Piece | R _____ | R _____ |
| Jewellery | R _____ | R _____ |
| Shoes | R _____ | R _____ |
| Garter | R _____ | R _____ |
| Mani / Pedi | R _____ | R _____ |
| Hair Styling | R _____ | R _____ |
| Make-up | R _____ | R _____ |
| Grooms Suit | R _____ | R _____ |
| Grooms Accessories | R _____ | R _____ |
| Bridal Bouquet | R _____ | R _____ |
| Bridesmaids' Bouquets | R _____ | R _____ |
| Groom's Boutonniere | R _____ | R _____ |
| Groomsmens' Boutonnieres | R _____ | R _____ |
| Parental Boutonnieres/corsages | R _____ | R _____ |
| Flower Girl Petals/bouquet | R _____ | R _____ |
| Ring Bearer Boutonniere | R _____ | R _____ |
| Altar Arrangements | | |

Wedding Budget

| | | |
|----------------------------------|---------|---------|
| Pew Marker Arrangements | R _____ | R _____ |
| Reception Table Arrangements | R _____ | R _____ |
| Cocktail Table Arrangements | R _____ | R _____ |
| Cake Table Arrangements | R _____ | R _____ |
| Head Table Arrangements | R _____ | R _____ |
| Toss Bouquet | R _____ | R _____ |
| Vase Rentals | R _____ | R _____ |
| Delivery And Set-up | R _____ | R _____ |
| Bride's Ring | R _____ | R _____ |
| Groom's Ring | R _____ | R _____ |
| Marriage License | R _____ | R _____ |
| Ceremony Rehearsal Fee | R _____ | R _____ |
| Church/venue Fee | R _____ | R _____ |
| Officiant Fee/church Donation | R _____ | R _____ |
| Confetti Or Other | R _____ | R _____ |
| Post-ceremony Favor | R _____ | R _____ |
| Ring Pillow | R _____ | R _____ |
| Ceremony Music/musician | R _____ | R _____ |
| Limousine Or Car Rental | R _____ | R _____ |
| Transport For Out-Of-Town Guests | R _____ | R _____ |
| Drivers' Tip | R _____ | R _____ |
| Car Decorations | R _____ | R _____ |
| Fuel | R _____ | R _____ |
| Taxi Services | R _____ | R _____ |
| Cocktail Food And Service | R _____ | R _____ |
| Cocktail Hour Musicians | R _____ | R _____ |
| Cocktail Hour Be Verages | R _____ | R _____ |
| Venue Rental | R _____ | R _____ |
| Table And Chair Rentals | R _____ | R _____ |
| Reception Meal And Service | R _____ | R _____ |
| Glassware Rental | R _____ | R _____ |
| Liquor | R _____ | R _____ |
| Non-alcoholic Beverages | R _____ | R _____ |
| Cake | R _____ | R _____ |
| Cake Cutting Fees | R _____ | R _____ |
| Cake Serving Set | R _____ | R _____ |

Wedding Budget

| | | |
|--------------------------|---------|---------|
| Cake Topper | R _____ | R _____ |
| Late Night Snack/Buffer | R _____ | R _____ |
| Reception Musician | R _____ | R _____ |
| Dj And/Or Entertainment | R _____ | R _____ |
| Dance Floor Sound System | R _____ | R _____ |
| Dance Floor Rental | R _____ | R _____ |
| Wedding Favours/Giveaway | R _____ | R _____ |
| Lighting | R _____ | R _____ |
| Bartender Fee | R _____ | R _____ |
| Special Occasion Permit | R _____ | R _____ |
| Liability Insurance | R _____ | R _____ |
| Decorations | R _____ | R _____ |
| Centerpieces | R _____ | R _____ |
| Gifts For Guests | R _____ | R _____ |
| Bridesmaid Gifts | R _____ | R _____ |
| Groomsmen Gifts | R _____ | R _____ |
| Ring Bearer Gifts | R _____ | R _____ |
| Flower Girl Gifts | R _____ | R _____ |
| Rehearsal Dinner | R _____ | R _____ |
| Hotel Accommodations | R _____ | R _____ |
| Other: | R _____ | R _____ |
| Other: | R _____ | R _____ |
| Other: | R _____ | R _____ |
| Other: | R _____ | R _____ |
| Other: | R _____ | R _____ |
| Other: | R _____ | R _____ |
| Other: | R _____ | R _____ |
| Other: | R _____ | R _____ |
| Other: | R _____ | R _____ |

Notes :

Wedding Ceremony

Date : _____ Venue : _____

Start Time : _____ End Time : _____

Contacts

Venue Contact _____

Planner / Coordinator _____

Officiant _____

Photographer _____

Videographer _____

Bridal Party

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Grooms Men

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Speakers / Speeches

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

FOR PRINTABLE SAVE THE DATES & INVITATIONS
&
DIGITAL INTERACTIVE WEBSITE PAGE INVITATIONS
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