



THE PRINTABLE

Wedding Planner

PARTNER 1 _____

PARTNER 2 _____

WEDDING DATE _____

VENUE _____

CITY, STATE _____

checklist · budget · guests · seating · day-of

Wedding at a Glance

Key details and contacts to keep at your fingertips.

CEREMONY VENUE	MAID / BEST PERSON
CEREMONY TIME	DAY-OF POINT PERSON
RECEPTION VENUE	PHOTOGRAPHER
RECEPTION TIME	CATERER
OFFICIANT	DJ / BAND
PLANNER / COORDINATOR	FLORIST
TOTAL BUDGET	HOTEL BLOCK
GUEST COUNT GOAL	TRANSPORTATION
RSVP DEADLINE	EMERGENCY CONTACT
MARRIAGE LICENSE APPT.	NOTES

Our top priorities

12-Month Checklist

Tick each task as you go. Count back from your wedding date to set your own deadlines.

12+ months before

☐	Announce your engagement to family & friends	done
☐	Set your total budget together	done
☐	Agree on top 3 priorities and guest-count range	done
☐	Create a shared wedding email & folder	done
☐	Choose a wedding date or season	done
☐	Decide on wedding style & color palette	done
☐	Research & book a planner or day-of coordina...	done
☐	Draft the first guest list	done
☐	Tour ceremony & reception venues	done
☐	Book the ceremony venue	done
☐	Book the reception venue	done
☐		done

9–11 months before

☐	Buy wedding insurance	done
☐	Ask your wedding party	done
☐	Launch your wedding website	done
☐	Book the photographer	done
☐	Book the videographer	done
☐	Book the caterer (if not in-house)	done
☐	Book the band or DJ	done
☐	Book the officiant	done
☐	Start shopping for wedding attire	done
☐	Order wedding attire	done
☐	Book the florist	done
☐	Reserve hotel room blocks for guests	done
☐		done

6–8 months before

☐	Finalize the guest list & collect addresses	done
☐	Send save-the-dates	done
☐	Register for gifts	done
☐	Schedule engagement photos	done
☐	Book hair & makeup artists	done
☐	Book rentals (tables, chairs, linens, tent)	done
☐	Choose wedding party attire	done
☐	Choose a wedding hashtag	done
☐	Book transportation	done
☐	Plan the honeymoon & check passports	done
☐		done

4–5 months before

☐	Plan ceremony & reception décor	done
☐	Book the rehearsal dinner venue	done
☐	Order invitations	done
☐	Book a cake baker & schedule a tasting	done
☐	Book wedding-night lodging	done
☐	Schedule the menu tasting	done
☐	Choose the cake design	done
☐	Buy wedding rings	done
☐	Plan the ceremony outline with your officiant	done
☐	Book childcare / kids' entertainment (if needed)	done
☐		done

2–3 months before

☐	Order favors	done
☐	Research marriage-license rules for your state	done
☐	Choose the bar menu & signature cocktail	done
☐	Order a guest book	done
☐	Choose ceremony music	done
☐	Choose the first-dance song	done
☐	First attire fitting	done
☐	Book the day-after brunch	done
☐	Buy accessories & shoes	done
☐	Hair & makeup trial	done
☐	Mail invitations (6–8 weeks before)	done
☐	Share your RSVP form link with guests	done
☐	Draft readings & vows	done
☐	Plan welcome bags	done
☐	Confirm hotel block numbers	done
☐		done

1 month before

☐	Order signage (welcome, seating, bar)	done
☐	Second attire fitting	done
☐	Buy gifts for the wedding party	done
☐	Buy gifts for parents	done
☐	Order programs, menus & place cards	done
☐	Finalize the shot list with your photographer	done
☐	Write your vows	done
☐	Send must-play / do-not-play lists to DJ or band	done
☐	Send RSVP reminders to guests who haven't r...	done

12-Month Checklist

Tick each task as you go. Count back from your wedding date to set your own deadlines.

☐	Apply for the marriage license	done
☐	Confirm officiant details & ceremony script	done
☐	Plan reserved seating for the ceremony	done
☐		done

2–3 weeks before

☐	RSVP deadline: chase remaining replies	done
☐	Give the final headcount to the caterer	done
☐	Create the seating chart	done
☐	Confirm vendor arrival times	done
☐	Write your thank-you toast	done
☐	Final attire fitting	done
☐	Break in your shoes	done
☐	Finalize the day-of timeline & share with vendors	done
☐	Prepare final payments & tip envelopes	done
☐	Confirm transportation pickup times	done
☐	Choose a day-of point person	done
☐	Print the seating chart & place cards	done
☐	Pick up the wedding rings	done
☐	Confirm honeymoon reservations	done
☐	Arrange pet care / house sitting	done
☐		done

The final week

☐	Pack the day-of emergency kit	done
☐	Get cash for tips	done
☐	Book manicures & grooming appointments	done
☐	Pick up & steam the attire	done
☐	Deliver décor items to the venue	done
☐	Pack for the honeymoon	done
☐	Rehearsal & rehearsal dinner	done
☐	Set your out-of-office & relax!	done
☐		done

After the wedding

☐	Return rentals & borrowed items	done
☐	Have attire cleaned & preserved	done
☐	Leave reviews for your vendors	done
☐	Send thank-you notes	done
☐	Update name & documents (if changing)	done
☐	Order your wedding album	done
☐		done

Budget Worksheet

Target \$ = total budget × suggested %. Adjust the percentages to your priorities.

TOTAL BUDGET \$ _____ CONTINGENCY \$ _____

CATEGORY	%	TARGET \$	ESTIMATED	ACTUAL	PAID	OVER / UNDER
Venue & Catering	40%					
Photo & Video	12%					
Flowers & Decor	9%					
Music & Entertainment	8%					
Attire & Beauty	8%					
Planner & Coordination	4%					
Rings	3%					
Rentals	3%					
Contingency	3%					
Ceremony & Officiant	2%					
Stationery & Postage	2%					
Cake & Desserts	2%					
Transportation	2%					
Favors & Gifts	2%					
TOTAL						

Budget Line Items

Every item, its estimate and what it really cost.

Payments Tracker

Deposits and balances. Note the due date and tick when paid.

Vendor Contacts

Everyone on your team, in one place.

Venue

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Caterer

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Photographer

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Videographer

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Florist

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

DJ / Band

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Vendor Contacts

Everyone on your team, in one place.

Officiant

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Hair & Makeup

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Cake / Desserts

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Planner

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Rentals

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Transportation

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Vendor Contacts

Everyone on your team, in one place.

Stationery

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Attire

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Hotel block

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Rings / Jeweler

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Lighting / Decor

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Other

COMPANY _____

CONTACT _____

PHONE _____

EMAIL _____

TOTAL \$ _____

DEPOSIT \$ _____

BALANCE DUE _____

☐ Booked ☐ Contract signed

Guest List

One line per person. Group a household with the same party name. Page 1 — print more copies as needed.

#	NAME	PARTY	SIDE	ADULTS	KIDS	RSVP	MEAL	TABLE
1						☐ Yes ☐ No ☐ ?		
2						☐ Yes ☐ No ☐ ?		
3						☐ Yes ☐ No ☐ ?		
4						☐ Yes ☐ No ☐ ?		
5						☐ Yes ☐ No ☐ ?		
6						☐ Yes ☐ No ☐ ?		
7						☐ Yes ☐ No ☐ ?		
8						☐ Yes ☐ No ☐ ?		
9						☐ Yes ☐ No ☐ ?		
10						☐ Yes ☐ No ☐ ?		
11						☐ Yes ☐ No ☐ ?		
12						☐ Yes ☐ No ☐ ?		
13						☐ Yes ☐ No ☐ ?		
14						☐ Yes ☐ No ☐ ?		
15						☐ Yes ☐ No ☐ ?		
16						☐ Yes ☐ No ☐ ?		
17						☐ Yes ☐ No ☐ ?		
18						☐ Yes ☐ No ☐ ?		
19						☐ Yes ☐ No ☐ ?		
20						☐ Yes ☐ No ☐ ?		
21						☐ Yes ☐ No ☐ ?		
22						☐ Yes ☐ No ☐ ?		
23						☐ Yes ☐ No ☐ ?		
24						☐ Yes ☐ No ☐ ?		
25						☐ Yes ☐ No ☐ ?		
26						☐ Yes ☐ No ☐ ?		
27						☐ Yes ☐ No ☐ ?		
28						☐ Yes ☐ No ☐ ?		
29						☐ Yes ☐ No ☐ ?		
30						☐ Yes ☐ No ☐ ?		
31						☐ Yes ☐ No ☐ ?		
32						☐ Yes ☐ No ☐ ?		

Guest List

One line per person. Group a household with the same party name. Page 2 — print more copies as needed.

#	NAME	PARTY	SIDE	ADULTS	KIDS	RSVP	MEAL	TABLE
33						☐ Yes ☐ No ☐ ?		
34						☐ Yes ☐ No ☐ ?		
35						☐ Yes ☐ No ☐ ?		
36						☐ Yes ☐ No ☐ ?		
37						☐ Yes ☐ No ☐ ?		
38						☐ Yes ☐ No ☐ ?		
39						☐ Yes ☐ No ☐ ?		
40						☐ Yes ☐ No ☐ ?		
41						☐ Yes ☐ No ☐ ?		
42						☐ Yes ☐ No ☐ ?		
43						☐ Yes ☐ No ☐ ?		
44						☐ Yes ☐ No ☐ ?		
45						☐ Yes ☐ No ☐ ?		
46						☐ Yes ☐ No ☐ ?		
47						☐ Yes ☐ No ☐ ?		
48						☐ Yes ☐ No ☐ ?		
49						☐ Yes ☐ No ☐ ?		
50						☐ Yes ☐ No ☐ ?		
51						☐ Yes ☐ No ☐ ?		
52						☐ Yes ☐ No ☐ ?		
53						☐ Yes ☐ No ☐ ?		
54						☐ Yes ☐ No ☐ ?		
55						☐ Yes ☐ No ☐ ?		
56						☐ Yes ☐ No ☐ ?		
57						☐ Yes ☐ No ☐ ?		
58						☐ Yes ☐ No ☐ ?		
59						☐ Yes ☐ No ☐ ?		
60						☐ Yes ☐ No ☐ ?		
61						☐ Yes ☐ No ☐ ?		
62						☐ Yes ☐ No ☐ ?		
63						☐ Yes ☐ No ☐ ?		
64						☐ Yes ☐ No ☐ ?		

Guest List

One line per person. Group a household with the same party name. Page 3 — print more copies as needed.

#	NAME	PARTY	SIDE	ADULTS	KIDS	RSVP	MEAL	TABLE
65						☐ Yes ☐ No ☐ ?		
66						☐ Yes ☐ No ☐ ?		
67						☐ Yes ☐ No ☐ ?		
68						☐ Yes ☐ No ☐ ?		
69						☐ Yes ☐ No ☐ ?		
70						☐ Yes ☐ No ☐ ?		
71						☐ Yes ☐ No ☐ ?		
72						☐ Yes ☐ No ☐ ?		
73						☐ Yes ☐ No ☐ ?		
74						☐ Yes ☐ No ☐ ?		
75						☐ Yes ☐ No ☐ ?		
76						☐ Yes ☐ No ☐ ?		
77						☐ Yes ☐ No ☐ ?		
78						☐ Yes ☐ No ☐ ?		
79						☐ Yes ☐ No ☐ ?		
80						☐ Yes ☐ No ☐ ?		
81						☐ Yes ☐ No ☐ ?		
82						☐ Yes ☐ No ☐ ?		
83						☐ Yes ☐ No ☐ ?		
84						☐ Yes ☐ No ☐ ?		
85						☐ Yes ☐ No ☐ ?		
86						☐ Yes ☐ No ☐ ?		
87						☐ Yes ☐ No ☐ ?		
88						☐ Yes ☐ No ☐ ?		
89						☐ Yes ☐ No ☐ ?		
90						☐ Yes ☐ No ☐ ?		
91						☐ Yes ☐ No ☐ ?		
92						☐ Yes ☐ No ☐ ?		
93						☐ Yes ☐ No ☐ ?		
94						☐ Yes ☐ No ☐ ?		
95						☐ Yes ☐ No ☐ ?		
96						☐ Yes ☐ No ☐ ?		

Guest List

One line per person. Group a household with the same party name. Page 4 — print more copies as needed.

#	NAME	PARTY	SIDE	ADULTS	KIDS	RSVP	MEAL	TABLE
97						☐ Yes ☐ No ☐ ?		
98						☐ Yes ☐ No ☐ ?		
99						☐ Yes ☐ No ☐ ?		
100						☐ Yes ☐ No ☐ ?		
101						☐ Yes ☐ No ☐ ?		
102						☐ Yes ☐ No ☐ ?		
103						☐ Yes ☐ No ☐ ?		
104						☐ Yes ☐ No ☐ ?		
105						☐ Yes ☐ No ☐ ?		
106						☐ Yes ☐ No ☐ ?		
107						☐ Yes ☐ No ☐ ?		
108						☐ Yes ☐ No ☐ ?		
109						☐ Yes ☐ No ☐ ?		
110						☐ Yes ☐ No ☐ ?		
111						☐ Yes ☐ No ☐ ?		
112						☐ Yes ☐ No ☐ ?		
113						☐ Yes ☐ No ☐ ?		
114						☐ Yes ☐ No ☐ ?		
115						☐ Yes ☐ No ☐ ?		
116						☐ Yes ☐ No ☐ ?		
117						☐ Yes ☐ No ☐ ?		
118						☐ Yes ☐ No ☐ ?		
119						☐ Yes ☐ No ☐ ?		
120						☐ Yes ☐ No ☐ ?		
121						☐ Yes ☐ No ☐ ?		
122						☐ Yes ☐ No ☐ ?		
123						☐ Yes ☐ No ☐ ?		
124						☐ Yes ☐ No ☐ ?		
125						☐ Yes ☐ No ☐ ?		
126						☐ Yes ☐ No ☐ ?		
127						☐ Yes ☐ No ☐ ?		
128						☐ Yes ☐ No ☐ ?		

RSVP Follow-Up Log

Guests who have not replied or are not sure yet. Circle how you reached them.

Call script: "Hi! We're finalizing numbers and wanted to check if you'll be able to join us. Will anyone be coming with you? Any meal preference or allergies?"

[illegible]

Seating Chart

Write each guest's name at their table. Pencil works best!

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Seating Chart

Write each guest's name at their table. Pencil works best!

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Table _____ seats ____

1

2

3

4

5

6

7

8

9

10

Wedding-Day Timeline

A typical flow — write in your own times, people and places.

TIME	WHAT'S HAPPENING	WHO	WHERE
	Hair & makeup begins		
	Lunch & hydrate		
	Photographer arrives: details & getting-ready photos		
	Get dressed		
	First look / private moment		
	Wedding party & family photos		
	Freshen up & tuck away before ceremony		
	Guests arrive & are seated		
	Ceremony		
	Recessional & congratulations		
	Cocktail hour		
	Grand entrance		
	Welcome & blessing / toast		
	Dinner service		
	Toasts & speeches		
	First dance		
	Parent dances		
	Dance floor opens		
	Cake cutting		
	Dancing continues		
	Special moment (bouquet toss, surprise, etc.)		
	Last dance		
	Grand exit		
	Vendor load-out & collect personal items		

Day-Of Emergency Kit

Pack it the week before and hand it to your point person.

Paperwork

- ☐ Marriage license
- ☐ Vendor contact list
- ☐ Day-of timeline copies
- ☐ Tip envelopes
- ☐ Final payment checks
- ☐ Officiant fee
- ☐ Photo ID & insurance cards
- ☐ Emergency phone numbers list
- ☐ Cash in small bills

Ceremony

- ☐ Wedding rings
- ☐ Vows & readings
- ☐ Unity ceremony items

Tech

- ☐ Phone charger
- ☐ Portable power bank
- ☐ Extension cord
- ☐ Bluetooth speaker

Attire fixes

- ☐ Sewing kit
- ☐ Safety pins
- ☐ Double-sided fashion tape
- ☐ Stain-remover pen
- ☐ Lint roller
- ☐ Mini scissors
- ☐ Clear nail polish
- ☐ Static guard
- ☐ Travel steamer
- ☐ Extra buttons
- ☐ Change of clothes for exit

Beauty

- ☐ Bobby pins
- ☐ Hair spray
- ☐ Hair ties

- ☐ Brush & comb
- ☐ Makeup touch-up kit
- ☐ Lipstick / lip balm
- ☐ Blotting papers
- ☐ Deodorant
- ☐ Perfume / cologne
- ☐ Breath mints
- ☐ Toothbrush & toothpaste
- ☐ Mouthwash

Comfort

- ☐ Tissues
- ☐ Sunscreen
- ☐ Bug spray
- ☐ Umbrella
- ☐ Comfortable shoes / flip-flops
- ☐ Water bottles
- ☐ Snacks / protein bars
- ☐ Straws (protect lipstick)
- ☐ Wrap or shawl
- ☐ Sunglasses / glasses

First aid

- ☐ Pain reliever
- ☐ Antacid
- ☐ Allergy medicine
- ☐ Band-aids & blister pads
- ☐ Eye drops
- ☐ Feminine products
- ☐ Contact lens solution

Reception

- ☐ Pens & a marker
- ☐ Tape & glue dots
- ☐ Guest book & pen
- ☐ Card box
- ☐ Cake knife & server
- ☐ Toasting glasses

Gifts & Thank-Yous

Send thank-you notes within a few weeks — aim for 21 days or less.

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Send thank-you notes within a few weeks — aim for 21 days or less.

Notes

Ideas, inspiration, questions for vendors.

Notes

Ideas, inspiration, questions for vendors.