

THE
WEDDING
ORGANIZER +
PLANNING SHEETS



EST. 2015

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PHOTOGRAPHY + DESIGN

YOUR

WEDDING

CHECKLIST

At this very moment, your big day may seem like years away (and it might actually be a year or two down the road)...but before you know it, you will be standing in the getting ready room, preparing yourself for the rest of your lives. To reduce your stress, use this handy dandy six-page guide to keep your plan in line to make your walk down the aisle an enjoyable moment you will never, ever forget. It is best to start with the oh-so-important time line!

SIX MONTHS (OR MORE)

- ☐ Determine wedding style
- ☐ Pick a date
- ☐ Pick your party
- ☐ Set your budget
- ☐ Find dress + details
- ☐ Reserve your officiant
- ☐ Determine food source
- ☐ Select a cake (mmmm...cake).
- ☐ Choose a florist
- ☐ Locate DJ/Music/Entertainment
- ☐ Decide on photographer/videographer
- ☐ Send save-the-dates
- ☐ Generate guest list
- ☐ Start thinking about honeymoon...

FOUR MONTHS

- ☐ Reserve any rental equipment
- ☐ Order your invitations
- ☐ Begin gift registries
- ☐ Reserve/purchase groom's Garb
- ☐ Determine party's dresses/suits/tuxes
- ☐ Reserve wedding night room
- ☐ Select favors for reception
- ☐ Plan accommodations for visitors
- ☐ Select gifts for your party
- ☐ Select and buy wedding rings

TWO MONTHS

- ☐ Determine dinner menu
- ☐ Select readings for ceremony
- ☐ Write wedding vows (if you wish)
- ☐ Practice hair and make up
- ☐ Mail your invitations
- ☐ Finalize first dance + song

ONE MONTH

- ☐ Write out place cards for receptions
- ☐ Have another dress fitting
- ☐ Break in shoes around home
- ☐ Wrap gifts for party
- ☐ Attend bachelor/bachelorette parties
- ☐ Practice centerpiece (if making own)
- ☐ Practice make up (if doing own)
- ☐ Practice flowers (if creating own)

- ☐ Buy or make your guest book
- ☐ Create programs
- ☐ Get your marriage licenses
- ☐ Discuss time line with photographer
- ☐ Finalize vows and service details
- ☐ Remind missing RSVPs to RSVP
- ☐ If changing name, locate documents
- ☐ Develop seating arrangement

TWO WEEKS

- ☐ Try dress on one final time...
- ☐ Let caterer/venue know final count
- ☐ Create welcome packets/gifts
- ☐ Write toasts for rehearsal/reception
- ☐ Provide final time line to all involved
- ☐ Clean/iron all shoes/garments/jewelry
- ☐ Find house sitter for honeymoon

ONE WEEK

- ☐ Confirm details with caterer/venue
- ☐ Pick up dress
- ☐ Assign wedding day responsibilities
- ☐ Finish seating plan
- ☐ Check honeymoon reservations
- ☐ Pack for honeymoon
- ☐ Arrange for rental return

ONE DAY

- ☐ Get your mani/pedi on!
- ☐ Check on transportation to venues
- ☐ Rehearse ceremony
- ☐ Have groom's dinner; give party gifts

THE BIG DAY

- ☐ Have a mimosa
- ☐ Relax
- ☐ Enjoy yourselves!

NOTES . . .

BUDGET ORGANIZER

CEREMONY + RECEPTION	Ceremony location cost	_____	FLOWERS	Ceremony arrangements	_____
	Officiant Fee	_____		Bouquet	_____
	Marriage license	_____		Bridesmaids' bouquets	_____
	Reception Venue	_____		Flower girl's florals	_____
	Catering	_____		Corsages + boutonnieres	_____
	Cake	_____		Reception arrangements	_____
	Alcohol/Bar/Beverages	_____		subtotal	_____
	Rentals	_____			
	Transportation	_____		Wedding dress	_____
	Tips	_____		Headpiece/veil	_____
subtotal	_____			Bridal shoes	_____
PHOTOGRAPHY	Photographer's fee	_____	ATTIRE + DETAILS	Jewelry/accessories	_____
	Engagement session	_____		Hair/makeup/nails	_____
	Album	_____		Groom's wardrobe	_____
	Printing allowance	_____		Groom's shoes	_____
	Videographer	_____		Groom's accessories	_____
subtotal	_____			Wedding bands	_____
			subtotal	_____	
MUSIC	Ceremony	_____	ET CETERA...	Party gifts	_____
	Cocktail Hour	_____		Parents' gifts	_____
	Reception	_____		Guestroom gifts	_____
subtotal	_____	Favors		_____	
				Little things (guest book, ring pillow, etc.)	_____
STATIONERY	Save-the-dates	_____		subtotal	_____
	Invitations	_____			
	Programs/Reception cards	_____		Subtotal	_____
	Thank-you cards	_____		Tip	_____
	Postage	_____		Total	_____
	subtotal	_____			

PHOTOGRAPHY ORGANIZER

Thinking of what photographs you want from your wedding can definitely be a daunting task.

PRE-WEDDING	Hair styling + Make up application	Children with the bride
	The Dress	Groom putting on tie
	Bridal Accessories	Groom with his groomsmen
	Buttoning the dress	Other:
	Family/Friends assisting bride	Other:
	Putting on Jewelry	Other:
	Bride looking into mirror	Other:
	Bride/groom pinning flowers on par-	
PORTRAITS	Bride, solo	Bride and groom with parents
	Bride, details	Bride and groom with wedding party
	Bride and parents	Bride and groom with each family
	Bride + Maid of Honor	Bride and groom w/flower girl+ring bearer
	Bride + bridesmaid	Flower girl + ring bearer
	Groom, solo	Other:
	Groom with parents	Other:
	Groom with best man	
	Groom with groomsmen	
	Bride and groom, various poses	
CEREMONY	The venue	Unity ceremonies and memorials
	Guests arriving	Religious/cultural ceremony elements
	Honored family being seated	Exchange of vows + rings
	Parents arriving	The Kiss
	Parents being seated	Bride and groom walking up the aisle
	Bridesmaids entertaining	Throwing of "rice"
	Maid of Honor entering	Bride and groom being congratulated
	Flower girl and ring bearer entering	Bride and groom leaving ceremony
	Groom and his men entering	Other:
	Officiant and altar	Other:
	Bride making her entrance	Other:
	Bride and parent(s) walking down aisle	
	Parent(s) giving bride away	
RECEPTION	Table settings and centerpieces	Cutting the cake
	Head table	Bride and groom feeding cake
	Musicians/DJ	Toasts
	Place card table and gift table	Signing the marriage license
	Bride and groom arriving	Bride throwing bouquet
	Bride and groom greeting guests	Groom getting bride's garter toss
	Bride and groom's seats	Other:
	Wedding cake	Other:
	Bride and groom mingling	
	Dinner service	
	Dancing, first dance	

GUEST LIST ORGANIZER

You have that guest list finalized, now use this sheet to organize all the details about your guests, from that first save the date to the final thank you note.

Please print/copy this page as often as needed.

Name(s): _____	<input type="checkbox"/> Save the Date Sent
Children: _____	<input type="checkbox"/> Invitation Sent
Address: _____	<input type="checkbox"/> RSVPed <input type="checkbox"/> N <input type="checkbox"/> Y No. _____
_____	<input type="checkbox"/> Table No. <input type="checkbox"/> Entrée: _____
Notes: _____	<input type="checkbox"/> Thank You Card Sent
Name(s): _____	<input type="checkbox"/> Save the Date Sent
Children: _____	<input type="checkbox"/> Invitation Sent
Address: _____	<input type="checkbox"/> RSVPed <input type="checkbox"/> N <input type="checkbox"/> Y No. _____
_____	<input type="checkbox"/> Table No. <input type="checkbox"/> Entrée: _____
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_____	<input type="checkbox"/> Table No. <input type="checkbox"/> Entrée: _____
Notes: _____	<input type="checkbox"/> Thank You Card Sent
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Address: _____	<input type="checkbox"/> RSVPed <input type="checkbox"/> N <input type="checkbox"/> Y No. _____
_____	<input type="checkbox"/> Table No. <input type="checkbox"/> Entrée: _____
Notes: _____	<input type="checkbox"/> Thank You Card Sent
Name(s): _____	<input type="checkbox"/> Save the Date Sent
Children: _____	<input type="checkbox"/> Invitation Sent
Address: _____	<input type="checkbox"/> RSVPed <input type="checkbox"/> N <input type="checkbox"/> Y No. _____
_____	<input type="checkbox"/> Table No. <input type="checkbox"/> Entrée: _____
Notes: _____	<input type="checkbox"/> Thank You Card Sent

TABLE SEATING ORGANIZER

Once you have that guest list organizer all filled to the bring with your wonderful friends and family, use this next page to decide who will sit with whom at your receptions. Use it to help create your seating cards, and be sure to had it over to your caterer. If you will assign specific places at each table, be sure to draw out each table and configuration, and then transfer the names to your sketch. *Once again, photocopy this page as many times as needed!*

Table No._____

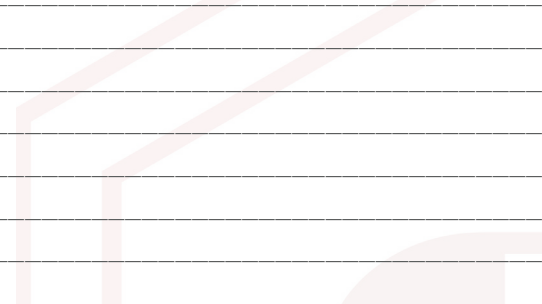


Table No._____

A decorative graphic in the bottom right corner consisting of several overlapping geometric shapes in shades of pink and grey, including triangles and parallelograms.

Table No._____



Table No._____

Table No._____

Table No._____

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THANK YOU

FOR YOUR INTEREST!

I hope these sheets have been helpful to you as you venture out on your wedding planning journey! If there is ever anything else I can do for you, please contact me via email at hello@kaylalee.com or find me on social media! I can be found on Facebook as Kayla Lee Photography + Design or on Instagram @kaylaleephotoomn! I look forward to seeing you around!

LOVE, KAYLA:)



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