



wedding PLANNING TOOLS

23 PRINTABLE TOOLS TO HELP YOU
PUT TOGETHER YOUR DREAM WEDDING

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THE WEDDING PARTY

GROOM	
NAME:	
PHONE:	MOBILE:
EMAIL:	

BEST MAN	
NAME:	
PHONE:	MOBILE:
EMAIL:	

BRIDE	
NAME:	
PHONE:	MOBILE:
EMAIL:	

GROOMSMAN 1	
NAME:	
PHONE:	MOBILE:
EMAIL:	

CHIEF BRIDESMAID	
NAME:	
PHONE:	MOBILE:
EMAIL:	

GROOMSMAN 2	
NAME:	
PHONE:	MOBILE:
EMAIL:	

BRIDESMAID 1	
NAME:	
PHONE:	MOBILE:
EMAIL:	

GROOMSMAN 3	
NAME:	
PHONE:	MOBILE:
EMAIL:	

BRIDESMAID 2	
NAME:	
PHONE:	MOBILE:
EMAIL:	

FLOWER GIRL	
NAME:	PARENTS' NAME:
PHONE:	MOBILE:
EMAIL:	

BRIDESMAID 3	
NAME:	
PHONE:	MOBILE:
EMAIL:	

PAGE BOY	
NAME:	PARENTS' NAME:
PHONE:	MOBILE:
EMAIL:	

THE CEREMONY VENUE

VENUE:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
DATE BOOKED:		
START TIME:	FINISH TIME:	
PERMITS REQUIRED:	PERMITS LODGED: YES / NO	
PARKING:		
AUDIO EQUIPMENT AVAILABLE:		
NOTES:		
BOOKING DATE:	CONFIRMATION DATE:	

THE RECEPTION VENUE

VENUE:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
DATE BOOOKED:		
START TIME:	FINISH TIME:	
PARKING:	NOISE RESTRICTIONS:	
GUEST ARRIVAL TIME:	WEDDING PARTY ARRIVAL TIME:	
MEAL COMMENCEMENT TIME:	CAKE CUTTING TIME:	
AUDIO EQUIPMENT AVAILABLE:		
NOTES:		
BOOKING DATE:	CONFIRMATION DATE:	

CATERING

VENUE/CATERING COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
DATE BOOKED:		
START TIME:	FINISH TIME:	
FINAL MENU SELECTION DUE DATE:	FINAL NUMBERS DUE DATE:	
FINAL NUMBERS:	PARKING:	
MENU CHOSEN:		
APPERTISERS:	START TIME:	
ENTRÉE:	START TIME:	
MAIN COURSE:	START TIME:	
DESSERT:	START TIME:	
CAKE CUTTING TIME:	BAR OPENING & CLOSING TIME:	
BEVERAGE PACKAGE CHOSEN:		
WHITE WINE:		
RED WINE:		
SPARKLING WINE:		
BEER:		
SPIRITS:		
NON-ALCOHOLIC BEVERAGES:		
OTHER BEVERAGES:		
NOTES:		
BOOKING DATE:	CONFIRMATION DATE:	

CELEBRANT / MINISTER

CELEBRANT/MINISTER:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
DATE BOOKED:		
START TIME:	FINISH TIME:	
1 ST APPOINTMENT DATE:	1 ST APPOINTMENT TIME:	
REHEARSAL DATE:	REHEARSAL TIME:	
NOTICE OF INTENDED MARRIAGE FORM LODGEMENT DATE:		
AUDIO EQUIPMENT INCLUDED:		
NOTES:		
BOOKING DATE:	CONFIRMATION DATE:	

MASTER OF CEREMONIES

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
DATE BOOKED:		
START TIME:	FINISH TIME:	
RECEPTION TIMELINE PROVIDED: YES / NO DATE:		
SPEECHES SCHEDULE PROVIDED: YES / NO DATE:		
AUDIO EQUIPMENT INCLUDED:		
SPECIAL REQUESTS:		
NOTES:		
BOOKING DATE:	CONFIRMATION DATE:	

EQUIPMENT HIRE

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
EQUIPMENT REQUIRED:		
DELIVERY DATE:		DELIVERY TIME:
PICK UP DATE:		PICK UP TIME:
NOTES:		
BOOKING DATE:		CONFIRMATION DATE:

BOMBONIERE

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
BOMBONIERE DETAILS:		
DELIVERY/PICK UP DATE:		DELIVERY/PICK UP TIME:
PERSON RESPONSIBLE FOR RECEPTION VENUE PLACEMENT:		
NOTES:		
ORDER DATE:		CONFIRMATION DATE:

DECORATIONS

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
CEREMONY DECORATIONS REQUIRED:		
DELIVERY DATE:	DELIVERY TIME:	
PICK UP DATE:	PICK UP TIME:	
RECEPTION DECORATIONS REQUIRED:		
DELIVERY DATE:	DELIVERY TIME:	
PICK UP DATE:	PICK UP TIME:	
NOTES:		
BOOKING DATE:	CONFIRMATION DATE:	

CAKE

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
APPOINTMENT DATE:	TIME:	
CAKE DESCRIPTION:		
FLAVOUR:	NUMBER OF SERVES:	
DELIVERY DATE:	TIME:	LOCATION:
NOTES:		
BOOKING DATE:	CONFIRMATION DATE:	

MUSIC / ENTERTAINMENT

MUSICIAN/DJ/BAND NAME:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

CEREMONY MUSIC SELECTION	
START TIME:	FINISH TIME:
AS GUESTS ARE SEATED:	
PROCESSIONAL (AS BRIDE ARRIVE):	
CEREMONY:	
SIGNING OF THE REGISTER:	
RECESSIONAL (AS NEWLYWEDS LEAVE):	

RECEPTION MUSIC SELECTION	
START TIME:	FINISH TIME:
GUEST ARRIVAL:	
BRIDE & GROOM ENTRANCE:	
DINNER/CONVERSATION MUSIC:	
BRIDAL DANCE:	
DANCING:	
FAREWELL:	
SPECIAL REQUESTS:	
BANNED SONGS:	
VENUE NOISE RESTRICTIONS:	
NOTES:	
BOOKING DATE:	CONFIRMATION DATE:

FASHION – THE BRIDE

THE DRESS	
COMPANY:	CONTACT NAME:
ADDRESS:	EMAIL:
PHONE:	MOBILE:
1 ST APPOINTMENT DATE:	TIME:
FITTING APPOINTMENT DATE:	TIME:
PICK-UP DATE:	
NOTES:	

THE VEIL	
COMPANY:	CONTACT NAME:
ADDRESS:	EMAIL:
PHONE:	MOBILE:
PICK-UP DATE:	
NOTES:	

ACCESSORIES		
SHOES:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
HAIR ACCESSORIES:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
LINGERIE	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
NECKLACE	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
EARRINGS	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
BRACELET	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
NOTES:		

FASHION – THE BRIDESMAIDS

THE DRESSES	
COMPANY:	CONTACT NAME:
ADDRESS:	EMAIL:
PHONE:	MOBILE:
1 ST APPOINTMENT DATE:	TIME:
FITTING APPOINTMENT DATE:	TIME:
PICK-UP DATE:	
NOTES:	

ACCESSORIES		
SHOES:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
HAIR ACCESSORIES:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
JEWELLERY	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>

FASHION – THE FLOWER GIRL

THE DRESS	
COMPANY:	CONTACT NAME:
ADDRESS:	EMAIL:
PHONE:	MOBILE:
1 ST APPOINTMENT DATE:	TIME:
FITTING APPOINTMENT DATE:	TIME:
PICK-UP DATE:	
NOTES:	

ACCESSORIES		
SHOES:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
HAIR ACCESSORIES:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
JEWELLERY	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>

FASHION – THE GROOM

THE SUIT	
COMPANY:	CONTACT NAME:
ADDRESS:	EMAIL:
PHONE:	MOBILE:
1 ST APPOINTMENT DATE:	TIME:
FITTING APPOINTMENT DATE:	TIME:
PICK-UP DATE:	
NOTES:	

ACCESSORIES		
SHOES:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
TIE:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
CUFF LINKS:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
SOCKS:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
BELT:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
OTHER:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>

FASHION – THE GROOMSMEN

THE SUITS	
COMPANY:	CONTACT NAME:
ADDRESS:	EMAIL:
PHONE:	MOBILE:
1 ST APPOINTMENT DATE:	TIME:
FITTING APPOINTMENT DATE:	TIME:
PICK-UP DATE:	
NOTES:	

ACCESSORIES		
SHOES:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
TIE:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
CUFF LINKS:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
SOCKS:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
BELT:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
OTHER:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>

FASHION – THE PAGE BOY

THE SUIT	
COMPANY:	CONTACT NAME:
ADDRESS:	EMAIL:
PHONE:	MOBILE:
1 ST APPOINTMENT DATE:	TIME:
FITTING APPOINTMENT DATE:	TIME:
PICK-UP DATE:	
NOTES:	

ACCESSORIES		
SHOES:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
TIE:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
CUFF LINKS:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
SOCKS:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
BELT:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>
OTHER:	PURCHASED <input type="checkbox"/>	COLLECTED <input type="checkbox"/>

PHOTOGRAPHY

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

ENGAGEMENT SITTING DATE:	ENGAGEMENT SITTING TIME:
ENGAGEMENT SITTING LOCATION:	

WEDDING DAY PHOTOGRAPHY COVERAGE		
WEDDING DAY START TIME:	WEDDING DAY FINISH TIME:	
PRE-CEREMONY GIRLS	LOCATION:	TIME:
NOTES:		
PRE-CEREMONY BOYS	LOCATION:	TIME:
NOTES:		
CEREMONY	LOCATION:	TIME:
NOTES:		
FAMILY	LOCATION:	TIME:
NOTES:		
LOCATION PHOTOS	LOCATION:	TIME:
NOTES:		
RECEPTION	LOCATION:	TIME:
NOTES:		

POST WEDDING VIEWING DATE:	POST WEDDING VIEWING TIME:
NOTES:	
BOOKING DATE:	CONFIRMATION DATE:

VIDEOGRAPHY

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

ENGAGEMENT SITTING DATE:	ENGAGEMENT SITTING TIME:
ENGAGEMENT SITTING LOCATION:	

WEDDING DAY VIDEOGRAPHY COVERAGE		
WEDDING DAY START TIME:	WEDDING DAY FINISH TIME:	
PRE-CEREMONY GIRLS	LOCATION:	TIME:
NOTES:		
PRE-CEREMONY BOYS	LOCATION:	TIME:
NOTES:		
CEREMONY	LOCATION:	TIME:
NOTES:		
RECEPTION	LOCATION:	TIME:
NOTES:		
OTHER:	LOCATION:	TIME:
NOTES:		

POST WEDDING VIEWING DATE:	POST WEDDING VIEWING TIME:
NOTES:	
BOOKING DATE:	CONFIRMATION DATE:

HAIR

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
TRIAL DATE:		TRIAL TIME:
WEDDING DAY SERVICE: IN SALON / MOBILE SERVICE (CIRCLE APPROPRIATE)		
WEDDING DAY START TIME:		WEDDING DAY FINISH TIME:
NOTES:		
BOOKING DATE:		CONFIRMATION DATE:

BEAUTY

MAKEUP		
COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
TRIAL DATE:		TRIAL TIME:
WEDDING DAY SERVICE: IN SALON / MOBILE SERVICE (CIRCLE APPROPRIATE)		
WEDDING DAY START TIME:		WEDDING DAY FINISH TIME:
TOUCH UP LIPSTICK PROVIDED: YES / NO		
NOTES:		
BOOKING DATE:		CONFIRMATION DATE:

NAILS		
COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

TRIAL DATE:	TRIAL TIME:
FINAL APPOINTMENT DATE:	FINAL APPOINTMENT TIME:
NOTES:	
BOOKING DATE:	CONFIRMATION DATE:

SPRAY TAN		
COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

TRIAL DATE:	TRIAL TIME:
FINAL APPOINTMENT DATE:	FINAL APPOINTMENT TIME:
NOTES:	
BOOKING DATE:	CONFIRMATION DATE:

STATIONERY

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

INVITATION		
DESCRIPTION:		
DATE ORDERED:	QUANTITY:	PICK UP DATE:
NOTES:		

RSVP CARD		
DESCRIPTION:		
DATE ORDERED:	QUANTITY:	PICK UP DATE:
NOTES:		

LOCATION MAP		
DESCRIPTION:		
DATE ORDERED:	QUANTITY:	PICK UP DATE:
NOTES:		

GIFT REGISTRY / SUGGESTION CARD		
DESCRIPTION:		
DATE ORDERED:	QUANTITY:	PICK UP DATE:
NOTES:		

THANK YOU CARD		
DESCRIPTION:		
DATE ORDERED:	QUANTITY:	PICK UP DATE:
NOTES:		

TABLE SEATING NAME CARDS		
DESCRIPTION:		
DATE ORDERED:	QUANTITY:	PICK UP DATE:
NOTES:		

ORDER OF SERVICE BOOKLET		
DESCRIPTION:		
DATE ORDERED:	QUANTITY:	PICK UP DATE:
NOTES:		

OTHER:		
DESCRIPTION:		
DATE ORDERED:	QUANTITY:	PICK UP DATE:
NOTES:		

OTHER:		
DESCRIPTION:		
DATE ORDERED:	QUANTITY:	PICK UP DATE:
NOTES:		

THE RINGS

JEWELLERY STORE:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

THE BRIDE	
ENGAGEMENT RING DETAILS:	
WEDDING RING DETAILS:	
ENGRAVINGS:	
FINAL RESIZING DATE:	FINAL RESIZING TIME:
PRE WEDDING CLEAN DATE:	
NOTES:	

THE GROOM	
WEDDING RING DETAILS:	
ENGRAVINGS:	
FINAL RESIZING DATE:	FINAL RESIZING TIME:
PRE WEDDING CLEAN DATE:	
NOTES:	

FLOWERS

FLORIST/COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

INITIAL APPOINTMENT DATE:	TIME:
BUCKETS PROVIDED TO KEEP BOUQUETS FRESH BEFORE THE WEDDING?	

WEDDING PARTY	FLOWER DETAILS	DELIVERY LOCATION
BRIDE'S BOUQUET		
BRIDESMAIDS BOUQUET		
TOSSING BOUQUET		
GROOM'S BUTONNIERE		
GROOMSMEN'S BUTONNIERE		
MOTHER OF BRIDE CORSARGE		
MOTHER OF GROOM CORSARGE		
FATHER OF BRIDE BUTONNIERE		
FATHER OF GROOM BUTONNIERE		
FLOWER GIRL'S BOUQUET		
FLOWER GIRL'S PETAL BASKET		
PAGE BOY'S BUTONNIERE		
FLORAL CROWN/S:		
OTHER:		

CEREMONY VENUE	FLOWER DETAILS	DELIVERY LOCATION
CHAIR DECORATIONS		
AISLE PETALS		
PEW DECORATIONS		
ALTAR ARRANGEMENTS		
OTHER:		

RECEPTION VENUE	FLOWER DETAILS	DELIVERY LOCATION
CHAIR DECORATIONS		
GUEST TABLE ARRANGEMENTS		
BRIDAL PARTY TABLE ARRANGEMENTS		
CAKE TABLE		
CAKE TOPPER		
BATHROOM ARRANGEMENTS		
OTHER:		
OTHER:		

NOTES:	
BOOKING DATE:	CONFIRMATION DATE:

TRANSPORT

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

TRANSPORT FOR THE GIRLS	
VEHICLE TYPE:	COLOUR:
PASSENGERS:	
CEREMONY PICK UP TIME:	PICK UP LOCATION:
CEREMONY DEPARTURE TIME:	
RECEPTION ARRIVAL TIME:	
RECEPTION DEPARTURE TIME:	
FINAL DESTINATION:	
NOTES:	

TRANSPORT FOR THE BOYS	
VEHICLE TYPE:	COLOUR:
PASSENGERS:	
CEREMONY PICK UP TIME:	PICK UP LOCATION:
CEREMONY DEPARTURE TIME:	
RECEPTION ARRIVAL TIME:	
RECEPTION DEPARTURE TIME:	
FINAL DESTINATION:	
NOTES:	

GUEST TRANSPORTATION	
VEHICLE TYPE:	COLOUR:
PASSENGERS:	
CEREMONY PICK UP TIME:	PICK UP LOCATION:

CEREMONY DEPARTURE TIME:

RECEPTION ARRIVAL TIME:
RECEPTION DEPARTURE TIME:
FINAL DESTINATION:
NOTES:

FOOD & BEVERAGES PERMITTED IN VEHICLES : YES / NO	
FOOD & BEVERAGES ARRANGED:	
VEHICLES DECORATED: YES / NO	DECORATION DETAILS:
NOTES:	
BOOKING DATE:	CONFIRMATION DATE:

WEDDING PLANNER

COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

INITIAL APPOINTMENT DATE:	TIME:
FINAL APPOINTMENT DATE:	TIME:
WEDDING DAY ARRIVAL TIME:	
WEDDING PLANNING PACKAGE DETAILS:	
NOTES:	
BOOKING DATE:	CONFIRMATION DATE:

WEDDING NIGHT ACCOMMODATION

HOTEL/RESORT:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
CHECK IN DATE:		CHECK IN TIME:
CHECK OUT DATE:		CHECK OUT TIME:
ROOM TYPE:		NUMBER OF ROOMS BOOKED:
GROUP DISCOUNT FOR OUT OF TOWN GUESTS:		
SPECIAL REQUESTS (i.e flowers and wine in the room):		
NOTES:		
BOOKING DATE:		CONFIRMATION DATE:

HONEYMOON

TRAVEL AGENT:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:
DESTINATION:		
DEPARTURE DATE:		TIME:
RETURN DATE:		TIME:
HOTEL/RESORT NAME:		
HOTEL/RESORT ADDRESS:		
VISA REQUIRED:		

VACCINATIONS REQUIRED:

NOTES:	
BOOKING DATE:	CONFIRMATION DATE:

INSURANCE

TRAVEL INSURANCE		
COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

POLICY NUMBER:	
POLICY COVERAGE/DETAILS:	
BOOKING DATE:	CONFIRMATION DATE:

WEDDING INSURANCE		
COMPANY:		
ADDRESS:		CONTACT NAME:
PHONE:	MOBILE:	EMAIL:

POLICY NUMBER:	
POLICY COVERAGE/DETAILS:	
BOOKING DATE:	CONFIRMATION DATE:

WEDDING DAY TIMETABLE

6.00am
6.30am
7.00am
7.30am
8.00am
8.30am
9.00am
9.30am
10.00am
10.30am
11.00am
11.30am
12.00 noon
12.30pm
1.00pm
1.30pm
2.00pm
2.30pm
3.00pm
3.30pm
4.00pm

4.30pm
5.00pm
5.30pm
6.00pm
6.30pm
7.00pm
7.30pm
8.00pm
8.30pm
9.00pm
9.30pm
10.00pm
10.30pm
11.00pm
11.30pm
12.00 midnight

COMMENTS:

WEDDING DAY CHECKLIST

YOU'RE ENGAGED!

- Announce your engagement in the local newspaper
- Plan your engagement party if you are having one
- Buy a wedding planning folder to keep all your wedding planning information in – you don't want to lose things like deposit receipts, checklists, budget details, records of rsvps etc
- Decide on a wedding date & time. Have a few dates in mind to allow for your reception venue's availability
- Discuss a budget with your fiancé and parents and decide who will be involved in paying for the wedding
- Establish a budget using our online budget planning tool
- Consider hiring a wedding planner
- Discuss and plan what customs, traditions, personalised wedding vows and readings you would like to include in your ceremony

12 – 18 MONTHS BEFORE YOUR WEDDING

- Organise wedding insurance
- Decide who will be in your bridal party ie. Bridesmaids, groomsmen, page boy & flower girl and ask them to participate in your wedding
- Discuss & finalise guest list using The Bride's Tree guest list and gather postal or email addresses
- Discuss & view reception venues
- Discuss & view ceremony venues
- Choose a wedding theme and colour scheme
- Collect images and start an inspiration board that you can take to supplier appointments to show them how you envisage your wedding e.g flowers, cakes, decorations, invitations, colours that you like
- Start searching for wedding suppliers using The Bride's Tree Supplier Directory
- Arrange time off work for your wedding and honeymoon
- Arrange a wet weather plan for your ceremony and reception just in case
- If you plan on being married on the beach, consider tide and sunset/sunrise times
- If you plan on being married in a public place like a park or beach ensure you acquire a permit from the Sunshine Coast Regional Council

- Choose and book reception venue
- Choose and book caterer if required
- Choose and book ceremony venue
- Choose and book a minister or celebrant

6 – 12 MONTHS BEFORE YOUR WEDDING

- Start looking at photographer & videographer profiles and websites and make a short list of the ones you like
- Arrange a consultation with your shortlist of photographers & videographers
- Choose and book photographer
- Choose and book videographer
- Start shopping & trying on wedding dresses, veil, shoes & accessories to get an idea of the style you like. If you have chosen to have your dress designed, organise an appointment with a designer
- Start looking at outfits for the Groom
- Start looking at bridesmaid and groomsmen outfits
- Choose, order/purchase wedding gown
- Choose, order/purchase bride's accessories – shoes, veil, headpiece and jewellery
- Choose, order/purchase bridesmaids dresses with your bridesmaids
- Choose, order/purchase bridesmaid's accessories with your bridesmaids
- Choose, order/purchase groom and groomsmen outfits
- Choose and book a consultation with a wedding decorator
- Choose and book florist and finalise floral requirements – see our FLORIST LIST to ensure you don't forget a single stem!
- Choose and book wedding day transportation for bridal party
- Choose and book wedding day transportation for guests if required
- Choose and book music/musician/DJ for ceremony and reception venues
- Start shopping for & purchase wedding rings and arrange for engravings
- Decide on your invitation wording and design
- Order and have printed invitations and any other required stationary like save the date cards, location maps, rsvp cards, envelopes, gift suggestions or registry cards
- Organise cake tasting and order your cake
- Choose and book hairdresser for bride, bridal party and possibly mothers
- Choose and book make up artist for bride, bridal party and possibly mothers

- Choose and book nail technician for bride, bridal party and possibly mothers
- Send out save the date cards to guests

3 – 6 MONTHS BEFORE YOUR WEDDING

- Have hair trial – you should only need to have a trial yourself but check first with your hairdresser
- Have make up trial - you should only need to have a trial yourself but check with your make up artist
- Have spray tan trial – entire bridal party should have a trial
- Organise and book bucks night with Best Man
- Organise and book hens night with Chief Bridesmaid
- Ensure both bride and groom have copies of their birth certificate to submit Notice of Intended Marriage form. Your celebrant will file the Notice of Intended Marriage on your behalf - this needs to be done at least one month and one day before the wedding
- Send out wedding invitations
- Provide accommodation quotes or suggestions to out of town guests
- Sign up for premarital counselling (if required)
- Decide on honeymoon location and obtain quotes
- Decide where bride and groom will get ready on the wedding day
- Choose and book honeymoon – including flights, accommodation & travel insurance
- Choose and book wedding night accommodation
- If going overseas for your honeymoon, ensure your passport is current and arrange any necessary visas or health checks/vaccinations
- Make arrangements for wedding rehearsal dinner and day after wedding breakfast/brunch/lunch if desired
- Pay any required deposits to wedding suppliers and venues
- Begin fitness, health & beauty regime
- Choose and book an MC or arrange for a close family member/friend to take on MC duties and discuss requirements for the wedding
- Book and start dance lessons
- Choose, order/purchase page boy/flower girl outfits & accessories – make sure you allow for growth!
- Inform parents of wedding theme so they can coordinate their outfits
- Choose a wedding registry, if using one and select a wide range of gifts within all price ranges
- Choose and book a wishing well if required
- Choose and purchase bombonierre/favors for guests

6 – 12 WEEKS BEFORE YOUR WEDDING

- Arrange consultation with musician/DJ to discuss your requirements

- Purchase gifts for individuals involved in the wedding
- Order overseas currency and/or travelers cheques
- Coordinate other guests who will be making speeches at the reception
- Finalise vows and extra details with officiant/celebrant
- Decide on wedding hymns and prayers if necessary
- Prepare wedding speeches
- Try on and purchase/order lingerie
- Record all RSVPs as they arrive
- Plan table layout at reception venue
- Prepare guest seating plan for reception venue
- Plan photos to be taken with your photographer
- Plan footage to be taken with your videographer
- Plan the order/schedule of ceremony and reception
- Finalise & print order of service booklet if required
- Have place cards printed and organised for tables. Ensure you group place cards in order of table seating for the reception venue manager
- Purchase wedding guest book
- Final bride's dress fitting
- Final bridesmaid's dress fitting
- Finalise song lists with musician/DJ

4 WEEKS BEFORE YOUR WEDDING

- Pick up bride and bridesmaid dresses
- Pick up Groom & Groomsman outfits
- Pick up page boy & flower girl outfits
- Break in your shoes at home
- Purchase gifts for individuals involved in the wedding - jewellery is an excellent gift for your bridesmaids
- Have rehearsal dinner (if necessary)
- Rehearse the ceremony with the officiant/celebrant and/or wedding party

2 WEEKS BEFORE YOUR WEDDING

- Confirm all seating arrangements with reception venue manager
- Delegate someone to look after guest book at ceremony & reception
- Select and arrange with individual(s) to hand out wedding ceremony programs (if required)
- Finalise details with MC
- Organise cake knife (many venues don't supply cake knives and a regular kitchen knife will look awful in your wedding photos!)
- Designate someone to collect the wedding gifts or wishing well at the end of the wedding so they aren't left behind

- Confirm all details and times with wedding suppliers and venues using The Bride's Tree "My Wedding Dream Team" planning tool
- Compile a wedding day schedule using The Bride's Tree Wedding Day Timeline" for the wedding party

3 – 7 DAYS BEFORE YOUR WEDDING

- Have manicure & pedicure
- Have a massage
- Have your hair coloured and/or cut
- Pack your bags for your wedding day and honeymoon
- Groom and groomsmen to have haircuts
- Pay final amounts owing to wedding suppliers and venues
- Prepare a Bride's survival kit for the wedding day and include essentials like aspirin, touch up make up, safety pins, Hollywood tape, extra stockings, bandaids, nail file, tissues, mini sewing kit and mints
- Organise bridal party food & beverages for pre-wedding preparation on the wedding day

THE DAY BEFORE YOUR WEDDING

- Have a spray tan
 - Remove tags from wedding dress, shoes and accessories
 - Practice wedding dance the night before the wedding day
 - Confirm wedding day timeline with your bridal party
 - Have a good nights sleep

THE WEDDING DAY

- Make sure you eat breakfast & drink plenty of water!
- Hair & make-up
- Get dressed
- Bride wears something old, something new, something blue, something borrowed – if desired
- Arrive at the ceremony venue on time
- Enjoy your day!

AFTER YOUR WEDDING

- Within 2 months of your wedding, send out thank you cards
- Arrange appointment with your photographer/videographer to view the photos/footage from your amazing wedding day and place orders
- Apply for your official marriage certificate at your local Magistrates Court. It should be noted that the certificate issued by the celebrant or minister on your wedding day is ceremonial and will not meet the identity requirements of many government agencies (e.g. Queensland Transport, Passport Office) and financial institutions.

- Complete any name change paperwork
- Get marriage license from officiant/celebrant
- Arrange for dresses and grooms outfits to be dry cleaned
- Arrange for flowers to be preserved/pressed

THE BUDGET

WEDDING SUPPLIER	PRICE QUOTED	DEPOSIT AMOUNT & DUE DATE	DATE PAID	BALANCE OWING & DUE DATE	DATE PAID
CEREMONY VENUE					
RECEPTION VENUE					
CATERING					
CELEBRANT/MINISTER					
FLORIST					
DECORATIONS					
HIRE EQUIPMENT					
BRIDE'S RING					
GROOM'S RING					
BRIDE'S DRESS					
BRIDE'S ACCESSORIES					
BRIDESMAID DRESSES					
BRIDESMAID ACCESSORIES					
FLOWER GIRL DRESS					
FLOWER GIRL ACCESSORIES					
GROOM'S SUIT					
GROOM'S ACCESSORIES					
GROOMSMEN'S SUITS					
GROOMSMEN'S ACCESSORIES					
PAGE BOY SUIT					
PAGE BOY ACCESSORIES					
BOMBONIERE					
TRANSPORT					

GUEST LIST TRACKER

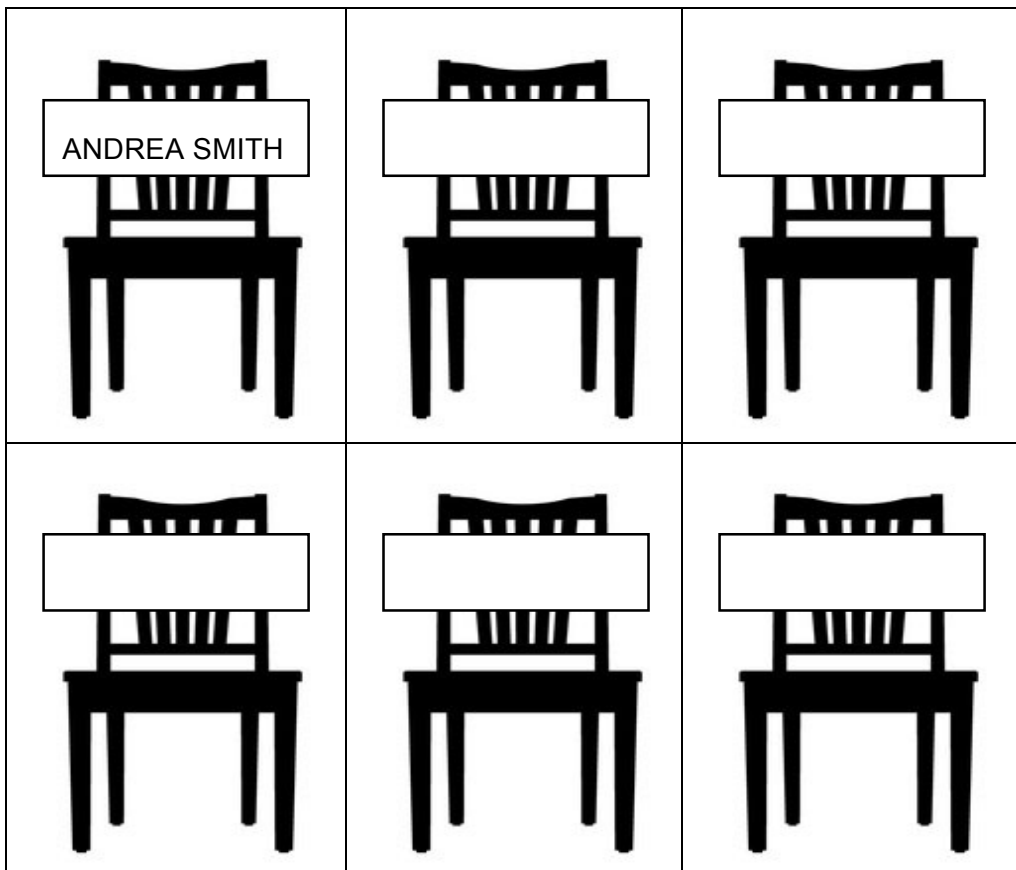
NAME	ADDRESS	PHONE	SENT INVITE	RSVP	PRESENT	SENT THANK YOU
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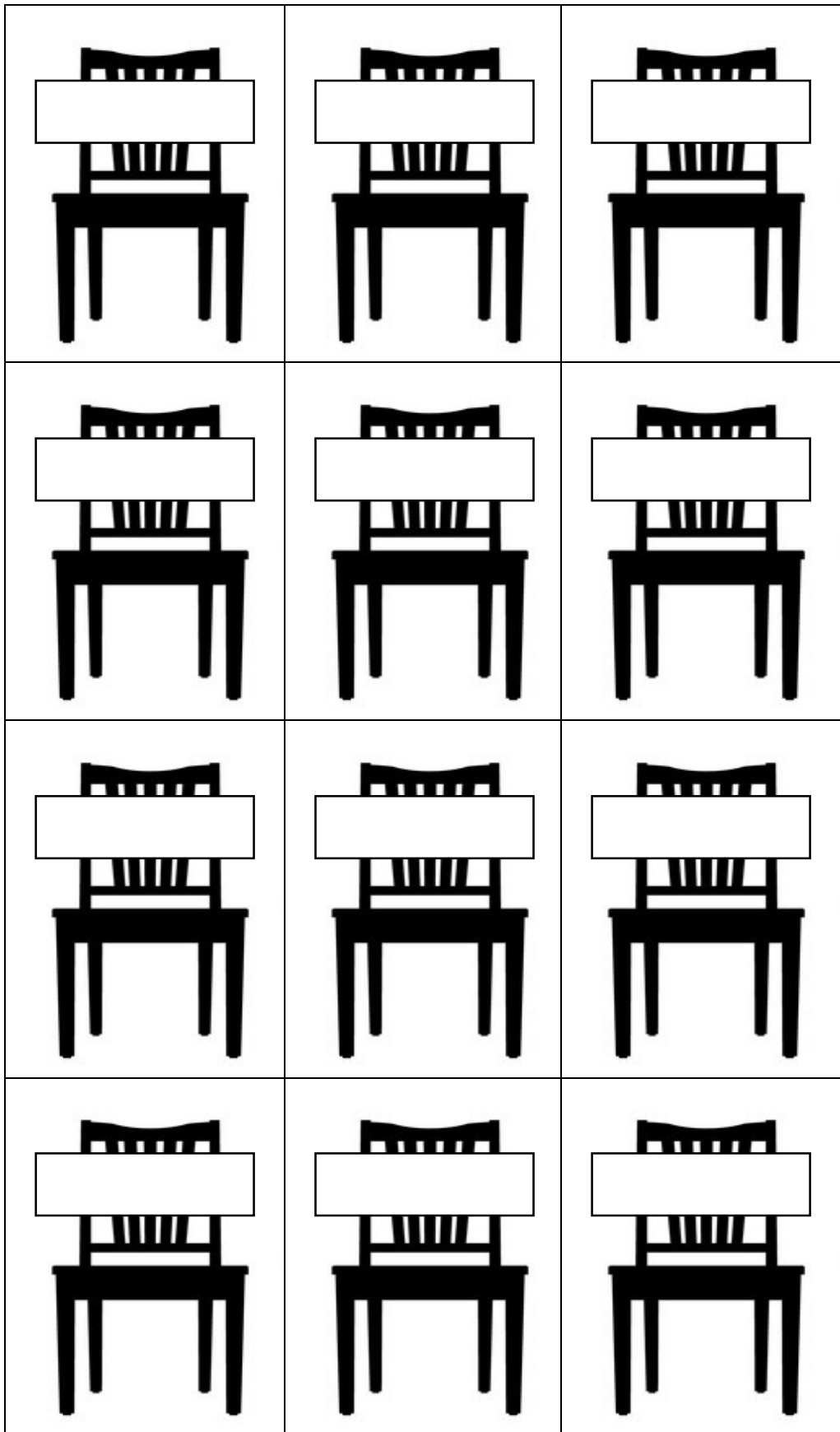
GUEST TABLE SEATING PLANNER

Use this tool to quickly plan your table seating arrangements. By cutting out each individual box you can easily swap guests to another table.

INSTRUCTIONS:

1. Type each guest's name on a chair
2. Print out as many sheets as required
3. Group together guests sitting at the same table.
4. Fill in your final "Table Seating Arrangements" plan





HOW TO CHOOSE YOUR WEDDING PLANNER

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on my wedding date?
2. How many weddings have you planned?
3. Can I contact any of your former brides for references?
4. Can I see pictures of weddings that you have planned recently?
5. Will you personally attend my wedding on the day?
6. What happens if you cannot attend the wedding on the day? Do you have a back up person?
7. Are you contactable on weekends and at night if necessary?
8. How will you handle it if one of the suppliers does not fulfill their contract on the wedding day?
9. Have you ever had a dissatisfied bride?
10. What are your fees?
11. Can you provide me with a detailed outline of what your fees cover?
12. What details of my wedding will you not plan?
13. Make sure you sign a contract which clearly states all the Wedding Planner's responsibilities
14. What percentage of your fees are payable up front and when is the final balance owing due?
15. Did the Wedding Planner ask enough questions to understand what I want?

WEDDING PLANNER QUOTE	
COMPANY:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
COST:	
INCLUSIONS:	
OVERALL IMPRESSION/NOTES:	
DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR VIDEOGRAPHER

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on our wedding date?
2. How long have you been a wedding videographer?
3. How many weddings have you filmed?
4. Can we contact some of your previous clients for references?
5. Can we see videos of other weddings you have filmed?
6. Will you be the videographer at our wedding?
7. How many cameras will you have filming our wedding?
8. Do you film more than one wedding in a day?
9. Do you use good quality, hi-definition cameras?
10. What is your filming style and approach e.g. unobtrusive, posed, natural, interview style, artistic, documentary?
11. What questions will you be asking our guests?
12. What is your approach when dealing with guests that are camera shy?
13. Have you worked with our photographer before?
14. What are your fees?
15. What do your fees include?
16. What packages do you have available and how much are they?
17. How much do you charge if our wedding goes overtime?
18. Are we able to see a draft copy and make changes before being issued with the final copy of our wedding video?
19. What will you wear on our wedding day?

20. Will you take any breaks during our event?
21. Do you require a meal?
22. What time will you arrive to start filming?
23. How long before our wedding is our wedding day timeline required?
24. If for any unforeseeable reason you are unable to film our wedding, are you able to provide us with an alternative videographer and can we meet this person prior to our wedding?
25. Are we expected to pay upfront or put down a deposit to secure our booking?
26. When is final payment required?

VIDEOGRAPHER QUOTE	
COMPANY:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
SAMPLE VIDEO: YES / NO	
NUMBER OF CAMERAS ON WEDDING DAY:	
EQUIPMENT USED:	
COST:	
INCLUSIONS:	
PACKAGES:	
OVERTIME COST:	
OVERALL IMPRESSION/NOTES:	
DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR TRANSPORTATION

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on my wedding date?
2. Do you/will you have any other weddings booked in for that day?
3. Will we have exclusive use of the vehicles for the entire booking period?
4. How many weddings have you provided transportation for?
5. Can we contact some of your previous clients for references?
6. Are you licensed to operate as a wedding car hire company?
7. What types of vehicles do you have and how old are they?
8. How many passengers do your vehicles seat?
9. Are the vehicles heated and air-conditioned?
10. Can we inspect your vehicles and meet the chauffeurs?
11. What will the chauffeurs be wearing on our wedding day?
12. Are your chauffeurs familiar with our ceremony and reception venue locations?
13. Are the vehicles we inspect and the chauffeurs we meet the ones that will be at our wedding day?
14. Do you have photos of previous weddings you have provided transportation for?
15. Are food and beverages allowed to be consumed in the vehicles?
16. Do you provide food and beverages in the vehicles or do we need to provide our own?
17. Are the vehicles decorated or do we need to provide wedding decorations?

18. If you provide decorations for the vehicles, what colours can we choose from?
19. Who will be responsible for decorating the vehicles on our wedding day?
20. Is music provided in the vehicles? Can we bring along our own music?
21. What type of insurance cover do you have?
22. Do the chauffeurs carry umbrellas and assist the bridal party in and out of the vehicle?
23. What is your contingency plan in the event of a vehicle breaking down on our wedding day?
24. Do the chauffeurs carry mobile phone in case of an emergency?
25. What are your fees?
26. How long is the vehicle hire for?
27. Is there a minimum booking period required?
28. At the conclusion of the reception, can you also provide transportation from the reception venue to our wedding night accommodation and will this be an additional fee?
29. Are there certain days of the week or times of the day when the price is discounted?
30. Do you offer discounted package rates if we hire more than one vehicle?
31. What additional costs will be incurred if our wedding runs overtime?
32. Can we hire your vehicle and provide our own driver for a discounted rate?
33. Can you provide transportation for our guests and if so what are the fees?
34. Are we expected to pay upfront or put down a deposit to secure our booking?
35. What is your cancellation policy?
36. When is final payment required?

TRANSPORTATION QUOTE	
COMPANY:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
VEHICLE TYPE:	
COLOUR:	
PERMITTED NUMBER OF PASSENGERS:	
COST:	
OVERTIME COST:	
FOOD & BEVERAGES PERMITTED: YES / NO	
FOOD & BEVERAGE PACKAGE PROVIDED: YES / NO	COST:
VEHICLES DECORATED: YES / NO	
GUEST TRANSPORTATION:	COST:
TOTAL TRANSPORTATION COST:	
OVERALL IMPRESSION/NOTES:	
DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR RECEPTION VENUE

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Is your venue available on our wedding date?
2. Is our reception the only event being held at your venue on our wedding day?
3. How long have you been operating as a wedding reception venue?
4. How many wedding receptions have you held here?
5. Are you selling or planning to sell your venue?
6. Are there any refurbishment plans for the venue from now until our wedding date?
7. Can we contact some of your previous clients for references?
8. How many guests can you accommodate?
9. Is there adequate onsite parking?
10. Is your venue fully wheelchair accessible?
11. What are your operating hours?
12. What is your venue hire fee?
13. Are there certain days of the week or times of the day when the price is discounted?
14. How much do you charge if our wedding goes overtime?
15. What does your venue hire fee include e.g. venue hire only, staff, tables, chairs, linen, napkins, cutlery, plates, cups, glasses, table decorations?
16. Can we use our own caterer or is there an in house caterer that must be used?
17. What food and beverage packages do you offer and how much are they?

18. Do you cater for specific dietary restrictions?
19. Is there a minimum amount required to be spent on catering?
20. Will the food be prepared on site or pre-made and brought in?
21. Will you be present on our wedding day, if not, who will be the supervisor on our wedding day?
22. Are we required to pay for our supplier's meals? e.g. photographer, band, mc
23. Can we arrange an appointment for a sample menu tasting? Do you charge for this?
24. Can we bring our own wedding cake?
25. Is there a cakeage fee?
26. Is there a bar onsite?
27. What beverages do have available at the bar?
28. Can we provide our own alcoholic beverages and do you charge a corkage fee?
29. Is there a dance floor?
30. Is there room for a band?
31. Does the venue have audio equipment with adequate speakers and a wireless microphone or will we need to hire our own?
32. Does the venue have any noise restrictions?
33. What bathroom facilities are available?
34. Will we have exclusive use of the bathroom facilities or will other people not invited to our wedding have access to these facilities?
35. What time can our suppliers start setting up on our wedding day? e.g. decorators, mc, band, florist
36. Are we able to utilise your venue as our ceremony location if it rains (optional question for outdoor ceremonies)?
37. Who is responsible for cleaning the venue after our reception?
38. Do you have public liability insurance?

39. Are there any restrictions on the type of decorations that can be used e.g. open flame candles, hanging decorations from the ceiling?
40. Are there any other restrictions we need to be aware of?
41. Are we expected to pay upfront or put down a deposit to secure our booking?
42. What is your cancellation policy?
43. When is final payment required?
44. When do you require final numbers?

RECEPTION VENUE QUOTE			
VENUE:			
ADDRESS:			
CONTACT NAME:			
PHONE:		MOBILE:	
EMAIL:			
DATES & TIMES AVAILABLE:			
OPERATING HOURS:		MINIMUM SPEND AMOUNT: \$	
SEATING CAPACITY	MINIMUM:	MAXIMUM:	
DISCOUNTED DAYS OF THE WEEK:			
VENUE HIRE COST:			
INCLUSIONS:			
OVERTIME COST:			
PARKING:			
DANCE FLOOR: YES / NO			
AUDIO EQUIPMENT:			
NOISE RESTRICTIONS:			
BATHROOM FACILITIES:			
ABILITY TO BE USED AS A WET WEATHER CERMONY VENUE: YES / NO			

CEREMONY VENUE COST:
DECORATION RESTRICTIONS:

CATERING AVAILABLE: YES / NO	TASTE TESTING AVAILABLE: YES / NO
FOOD:	
MENU STYLE: e.g. Cocktail, lunch, dinner	
APPERTISERS:	
ENTRÉE:	
MAIN COURSE:	
DESSERT:	
CAKEAGE COST:	
FOOD PACKAGE COST PER HEAD:	
BEVERAGES:	BYO: YES / NO
WHITE WINE:	PRICE:
RED WINE:	PRICE:
SPARKLING WINE:	PRICE:
BEER:	PRICE:
SPIRITS:	PRICE:
NON-ALCOHOLIC BEVERAGES:	PRICE:
OTHER BEVERAGES:	PRICE:
BEVERAGE PACKAGE:	
BEVERAGE PACKAGE PRICE PER HEAD:	
TOTAL FOOD & BEVERAGE PACKAGE COST:	
TOTAL VENUE HIRE & CATERING COST:	
OVERALL IMPRESSION/NOTES:	
DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR PHOTOGRAPHER

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on my wedding date?
2. Will you be photographing any other weddings that day?
3. How many weddings have you photographed professionally?
4. How long have you been a wedding photographer?
5. Can I see some examples of your work?
6. How many hours do you usually take photographs at a wedding?
7. Do you have photographic packages I can choose from?
8. Do your packages include an engagement sitting?
9. Can you work with my budget? What are your fees?
10. How much editing of my photographs will you do?
11. Do you order prints, albums, books and canvases for me?
12. Can I see some examples of your albums?
13. Do you supply edited images on a disc for me to keep and print my own?
14. Do you ever photograph using film? (If this is something that interests you)
15. Will I be able to have both colour and black and white edits?
16. Do you do any additional kind of editing with other effects?
17. Can you show me an example of your edited photographs?
18. Do you have a checklist of compositions to get? Can I provide you with a checklist of compositions I want to get on the day?

19. Do you coordinate with a videographer?
20. Will you attend my wedding rehearsal? Is this included in the package?
21. Will you have an assistant present on the day? Will they also be taking photos?
22. What will you and the assistant wear on the day?
23. Will you require transport from the ceremony to the reception?
24. Would you like a meal to be provided at the reception?
25. How long after my wedding can I expect to receive my photos and any other ordered items?
26. Can I order additional prints, albums etc. later?
27. Do you keep my wedding photos filed digitally? For how long?
28. Can I see some testimonials from your previous wedding clients?
29. How much deposit is required?
30. Can I make partial payments?
31. When is the final balance due?

PHOTOGRAPHER QUOTE	
COMPANY:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
NUMBER OF PHOTOGRAPHERS TAKING PHOTOS ON WEDDING DAY:	
DIGITAL OR FILM:	
WEDDING DAY PHOTOGRAPHIC SHOOT COST:	
INCLUSIONS:	
PHOTOGRAPHY & PRINT PACKAGE:	
OVERTIME COST:	
POST WEDDING EDITING & DELIVERY TIME:	
OVERALL IMPRESSION/NOTES:	
PARTIAL PAYMENT PLAN AVAILABLE: YES / NO	
PARTIAL PAYMENT PLAN DETAILS:	
INITIAL DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR MASTER OF CEREMONIES

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on our wedding date?
2. How long have you been a wedding MC?
3. How many weddings have you performed at?
4. Can we contact some of your previous clients for references?
5. Can we see you perform at another event before we book you?
6. Do you have a demo video we can see?
7. Will you be the MC at our wedding?
8. How would you describe your performance style e.g funny, respectful, conservative?
9. Do you perform for more than one wedding in a day?
10. Have you performed at our reception venue before?
11. What will you wear on our wedding day?
12. What kind of equipment do you use?
13. Will you bring a wireless microphone?
14. Do you have a minimum booking period?
15. What are your fees?
16. What do your fees include?
17. How much do you charge if our wedding goes overtime?
18. Will you take any breaks during our event?
19. Do you require a meal?

20. What time will you arrive at our venue to set up your equipment?
21. How long before our wedding is our wedding day timeline required?
22. If for any unforeseeable reason you are unable to perform at our wedding, are you able to provide us with an alternative MC and can we meet this person prior to our wedding?
23. Are we expected to pay upfront or put down a deposit to secure our booking?
24. When is final payment required?

MASTER OF CEREMONIES QUOTE		
COMPANY:		
CONTACT NAME:		
PHONE:	MOBILE:	
EMAIL:		
PERFORMANCE VIEWING: YES / NO	DATE:	TIME:
PERFORMANCE VIEWING LOCATION:		
DEMO VIDEO: YES / NO		
PERFORMANCE STYLE: E.G FUNNY, RESPECTFUL		
EQUIPMENT:		
WIRELESS MICROPHONE: YES / NO		
MINIMUM BOOKING PERIOD:		
COST:		
INCLUSIONS:		
OVERTIME COST:		
OVERALL IMPRESSION/NOTES:		
DEPOSIT:	DUE DATE:	
FINAL PAYMENT:	DUE DATE:	

HOW TO CHOOSE YOUR MAKEUP ARTIST

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on my wedding date?
2. Do you have other weddings booked in that day? Or will you book in other weddings that day as well as mine?
3. How long do you allow for each person to be made up?
4. What do you charge on the day?
5. What do you charge for the trial?
6. Will you come to where I'm getting ready? Is there a travel fee?
7. Which product brands do you use?
8. Will you replicate the particular look I have in mind?/Will you recommend a makeup design to suit me and the style of my wedding?
9. Can I purchase touch up makeup products from you on my wedding day?
10. Do I need to put down a deposit to secure my booking?
11. When is the final payment due?

MAKEUP ARTIST QUOTE	
BUSINESS/SALON:	
ADDRESS:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
MOBILE BUSINESS: YES / NO	
PRODUCT BRAND:	
TRIAL REQUIRED BRIDE: YES / NO	TRIAL REQUIRED BRIDESMAIDS: YES / NO
TRIAL DATE:	TRIAL TIME:
TRIAL COST:	
WEDDING DAY COST:	
OVERALL IMPRESSION/NOTES:	
DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR HAIR STYLIST

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on my wedding date?
2. Do you have other weddings booked in on the day or will you book in other wedding parties?
3. Will you replicate a style I have chosen, and/or will you suggest a style that will suit me and fit in with the style/theme of my wedding?
4. How long will it take to style each member of my wedding party?
5. Do you use strong hold products?
6. Am I required to have a trial?
7. Are my bridesmaids required to have a trial?
8. How much do the trials cost?
9. Will I be required to come to your salon, or will you travel to me on the day?
And is there a travel fee?
10. Can you supply me with a full list of charges?
11. Do I need to put down a deposit to secure my booking?
12. When is the final payment required?

HAIR STYLIST QUOTE	
SALON/BUSINESS:	
ADDRESS:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
MOBILE BUSINESS: YES / NO	
TRIAL REQUIRED BRIDE: YES / NO	TRIAL REQUIRED BRIDESMAIDS: YES / NO
TRIAL DATE:	TRIAL TIME:
TRIAL COST:	
WEDDING DAY COST:	
OVERALL IMPRESSION/NOTES:	
DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR FLORIST

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available for my wedding date?
2. How many weddings have you worked on before?
3. Can I see some examples of your work?
4. Can you give me an itemised costing?
5. Can you work within my budget?
6. Can you recommend seasonal flowers to save me money?
7. What is the average amount your wedding clients spend with you?
8. Are the flowers I have my heart set on available at the time of year I'm getting married?
9. Can you give me some inspiration and help me come up with an idea?
10. What kind of arrangements do you specialise in? Modern or traditional? Do you have a signature style?
11. Will you make a sample bouquet/centrepiece for me to look at?
12. How far in advance will you assemble my flowers?
13. When will they be delivered?
14. Upon delivery, will buckets be provided to keep bouquets fresh before the wedding?
15. When do you need the final count for table centrepieces?
16. Will you set up my ceremony and reception arrangements? Is this included in the fee?
17. Do you hire out other decorative pieces, such as vases, urns and aisle runners? What is the cost on this?

18. Will you be working on other weddings on the same day?
19. When will you return to collect any rental items?
20. Is there a delivery fee?
21. Are we expected to pay upfront or put down a deposit to secure our booking?
22. Can I make partial payments?
23. When is final payment required?

FLORIST QUOTE	
COMPANY:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
CEREMONY:	
RECEPTION:	
BRIDE'S BOUQUET:	
BRIDESMAIDS' & FLOWER GIRL BOUQUET:	
TOSS BOUQUET:	
HAIR ACCESSORIES:	
BOUTONNIERES:	
CORSAGE:	
CAKE FLOWERS:	
BONBONNIERE DECORATION:	
OTHER:	
COST:	
DELIVERY, SET-UP & PACK DOWN COST:	
TOTAL COST:	
OVERALL IMPRESSION/NOTES:	

DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR DRESSMAKER

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available to make my dress?
2. How long have you been a wedding dressmaker for?
3. How many wedding dresses have you made?
4. Can you show me pictures of wedding dresses you have made?
5. Do you have any suggestions on dress styles that will compliment my body shape?
6. Do you have a price list/how much will my dress cost to make?
7. How long will it take to make my dress?
8. How many fittings will be required?
9. Are the fittings included in your fee?
10. How far in advance to I need to book fittings?
11. Should I bring my shoes and jewellery to my first fitting appointment?
12. How long before my wedding will the last fitting appointment be?
13. Will you offer a discount if I also have my bridesmaids' dresses made by you?
14. Am I expected to pay upfront or can I pay a deposit with the final amount owing due when the dress is completed?
15. When is final payment required?
16. How should I care for my wedding dress to ensure it is in pristine condition on my wedding day?

DRESSMAKER QUOTE	
COMPANY:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
COST TO MAKE MY DRESS:	
INCLUSIONS:	
HOW LONG IT WILL TAKE TO MAKE DRESS:	
EXPERIENCE/QUALIFICATIONS:	
OVERALL IMPRESSION/NOTES:	
DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR DJ

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on our wedding date?
2. How long have you been a wedding DJ?
3. How many weddings have you performed at?
4. Can we contact some of your previous clients for references?
5. Can we see you perform at another event before we book you?
6. Will you be the DJ at our wedding?
7. Are we also able to hire you as our MC & will this cost extra?
8. Do you perform for more than one wedding in a day?
9. Have you played at our reception venue before?
10. What will you wear on our wedding day?
11. What kind of equipment will you bring along and use?
12. Will you bring a wireless microphone and are we able to use it for our speeches?
13. Will you bring lighting equipment?
14. Do you set up promotional material with your equipment?
15. Do you have a minimum booking period?
16. What are your fees?
17. What do your fees include?
18. How much will you charge if our wedding runs overtime?
19. Will you take any breaks during our event?
20. Do you require a meal?

21. Do you have public liability insurance?
22. What time will you arrive at our venue to set up your equipment?
23. What type of music will you play?
24. Is your music collection up-to-date?
25. Do you have a suggested song list we can look at?
26. What do you do to motivate the crowd if no one is dancing?
27. Will you take song requests from our guests?
28. How long before our wedding day is our final song request list and wedding day timeline required?
29. Can we supply you with a banned or do-not-play song list?
30. If for any unforeseeable reason you are unable to perform at our wedding, are you able to provide us with an alternative DJ and can we meet this person prior to our wedding?
31. Are we expected to pay upfront or put down a deposit to secure our booking?
32. When is the final payment due?

DJ QUOTE		
COMPANY:		
CONTACT NAME:		
PHONE:	MOBILE:	
EMAIL:		
PERFORMANCE VIEWING: YES / NO	DATE:	TIME:
PERFORMANCE VIEWING LOCATION:		
MC CAPABILITIES: YES / NO	WIRELESS MICROPHONE: YES / NO	
MINIMUM BOOKING PERIOD:		
COST:		
INCLUSIONS:		
OVERTIME COST:		
TYPE OF MUSIC:		
SONG REQUESTS: YES / NO		
EQUIPMENT:		
CROWD MOTIVATOR:		
OVERALL IMPRESSION/NOTES:		
DEPOSIT:	DUE DATE:	
FINAL PAYMENT:	DUE DATE:	

HOW TO CHOOSE YOUR DECORATOR

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on my wedding date?
2. Do you/will you have any other weddings booked in for that day?
3. How long have you been a wedding decorator?
4. How many weddings do you decorate each year?
5. Can we contact some of your previous clients for references?
6. Have you decorated any weddings at my reception/ceremony location before? If yes, can you show me pictures?
7. Can you show me pictures of weddings you have decorated before at other locations?
8. What decorations can you provide?
9. Do you have a wet weather contingency plan?
10. What time will you start to set up the decorations on my wedding day?
11. When will you start taking the decorations down?
12. Do you hold Public Liability and Personal Indemnity insurances?
13. Do you have a price list we can look at with all the decorations you have available for hire?
14. What are your fees?
15. Do you offer décor packages?
16. Does your fee include delivery, set up and pack down?
17. To save money, can I delegate a friend to pick up, set up and pack down my wedding decorations?
18. Are we expected to pay upfront or put down a deposit to secure our booking?
19. When is final payment required?

DECORATOR QUOTE	
COMPANY:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
CEREMONY DECORATIONS:	
COST:	
RECEPTION DECORATIONS:	
COST:	
DECORATION PACKAGES:	
COST:	
DELIVERY, SET-UP & PACK DOWN COST:	
TOTAL COST:	
OVERALL IMPRESSION/NOTES:	
DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR CEREMONY VENUE

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Is the venue available on our wedding date?
2. Is the venue available for our ceremony time?
3. Can we choose our own celebrant or officiant?
4. Is our ceremony the only event being held at the venue on our wedding day?
5. How long has the venue been operating as a ceremony venue?
6. Is the venue in the process of being sold to another owner?
7. Are there any refurbishment plans for the venue from now until our wedding date?
8. Are we required to obtain permits or licenses to conduct our ceremony at the venue?
9. Do I need a wet weather contingency plan?
10. How many guests can the venue accommodate?
11. Is there adequate onsite parking?
12. Is the venue easily accessible for elderly guests?
13. Is the venue fully wheelchair accessible?
14. Does the venue have air-conditioning?
15. What is venue hire fee?
16. Are there certain days of the week or times of the day when the price is discounted?
17. What does the venue hire fee include?
18. Do you have packages available?

19. What happens if our ceremony goes overtime?
20. Are alcoholic beverages allowed to be consumed at the venue?
21. Can we provide our own alcoholic beverages or is there a bar which we must purchase from?
22. Does the venue have audio equipment with adequate speakers and a wireless microphone or will we need to hire our own?
23. Does the venue have any noise restrictions?
24. What bathroom facilities are available?
25. Are there any restrictions on the type of decorations and hire equipment that can be used e.g. Bali flags, marquees, chairs?
26. What time can our suppliers start setting up on our wedding day? e.g. decorators, florist
27. Are we able to also utilise the venue as our reception venue?
28. Who is responsible for cleaning the venue after our ceremony?
29. Does the venue have public liability insurance?
30. Are there any other restrictions we need to be aware of?
31. Are we expected to pay upfront or put down a deposit to secure our booking?
32. What is the venues cancellation policy?
33. When is final payment required?

CEREMONY VENUE QUOTE		
VENUE:		
ADDRESS:		
CONTACT NAME:		
PHONE:	MOBILE:	
EMAIL:		
DATES & TIMES AVAILABLE:		
SEATING CAPACITY	MINIMUM:	MAXIMUM:
COST:		
INCLUSIONS:		
DISCOUNTED DAYS OF THE WEEK:		
PACKAGES:		
OVERTIME COST:		
PERMITS REQUIRED:		
PARKING:		
AUDIO EQUIPMENT AVAILABLE:		
NOISE RESTRICTIONS:		
BATHROOM FACILITIES		
OVERALL IMPRESSION/NOTES:		
DEPOSIT:	DUE DATE:	
FINAL PAYMENT:	DUE DATE:	

HOW TO CHOOSE YOUR CELEBRANT

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on my wedding date and my rehearsal date?
2. Do you/will you have any other weddings booked in for that day?
3. Are you a religious or civil celebrant?
4. What official licenses/qualifications do you hold?
5. How many weddings have you performed?
6. Optional question if applicable – Are you open to performing inter-faith ceremonies?
7. Do you expect us to have pre-marital counselling? If yes, is this a service you provide or could you recommend someone?
8. Are your ceremonies written for each individual couple, or do you have pre-written ceremonies that you can personalise for us?
9. Do you have samples of your ceremony messages or sermons and vows we can read over?
10. Can we alter the ceremony proceedings to include our own words or exclude certain parts of your scripts?
11. Can we include our own poems/vows/music? Do you have any restrictions on these?
12. Will you come to our desired ceremony location?
13. What is the usual length of your ceremonies?
14. Will you stay within a certain time period if we request so?
15. Do you organise the necessary documentation, or are we expected to get it to you? If so, when would you need it by?
16. Do you have any other restrictions we should be aware of?
17. What is your fee for the kind of ceremony we want?

18. What are the inclusions/exclusions? Does this include the cost of the rehearsal?
19. Do you hold Public Liability and Personal Indemnity insurances?
20. Does your fee include the hire of a PA system so our guests can hear the ceremony?
21. How many meetings can we expect to have with you leading up to our wedding?
22. If for any unforeseeable reason you are unable to perform our ceremony, are you able to provide us with an alternative celebrant?
23. Are we expected to pay upfront or put down a deposit to secure our booking?
24. When is final payment required?

CELEBRANT QUOTE	
CELEBRANT:	
PHONE:	MOBILE:
EMAIL:	
CELEBRANT TYPE: RELIGIOUS / CIVIL	
PRE-MARITAL COUNSELLING: YES / NO	
CEREMONY STYLE: PERSONALISED / STANDARD	
LENGTH OF CEREMONY:	
REHEARSAL REQUIRED: YES / NO	
PA SYSTEM: YES / NO	
SUBMITS LEGAL DOCUMENTATION ON OUR BEHALF: YES / NO	
COST:	
INCLUSIONS:	
OVERALL IMPRESSION/NOTES:	

DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR CATERER

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on my wedding date?
2. Will you travel to my reception location?
3. Are you catering any other weddings on my wedding date?
4. Do you provide this particular type of food I have my heart set on?
5. Do you have a sample menu?
6. What kind of price ranges can we choose from? Do you have packages we can choose from?
7. Is there a minimum/maximum number of guests you will cater for?
8. Can we arrange an appointment for a sample menu tasting? Do you charge for this?
9. Will you deliver a food/beverage package to our bridal party photo session location?
10. Do you cater for specific dietary restrictions?
11. Can you provide wait staff/bartenders/table bar staff? What would they wear?
12. Can you provide any necessary rentals – tables, chairs, linen etc.?
13. Are you able to provide a cake? OR
14. Will your staff cut and distribute our cake? What is the charge for this?
15. How much cleaning up will your staff be responsible for?
16. Will the food be prepared on site or pre-made and brought in?
17. If my reception location does not have all the appropriate kitchen appliances, will you be able to bring in what you require?

18. Do you supply liquor and a bar service?
19. When do you require final numbers?
20. When is the deposit due and how much?
21. When is the final balance due?
22. What is your cancellation policy?

CATERER QUOTE	
COMPANY:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
TASTE TESTING AVAILABLE: YES / NO	DATE & TIME:
MINIMUM GUESTS:	MAXIMUM GUESTS:
FOOD:	
MENU STYLE: e.g. Cocktail, lunch, dinner	
APPERTISERS:	
ENTRÉE:	
MAIN COURSE:	
DESSERT:	
CAKEAGE COST:	
FOOD PACKAGE COST PER HEAD:	
BEVERAGES:	
WHITE WINE:	PRICE:
RED WINE:	PRICE:
SPARKLING WINE:	PRICE:
BEER:	PRICE:

SPIRITS:		PRICE:
NON-ALCOHOLIC BEVERAGES:		PRICE:
OTHER BEVERAGES:		PRICE:
BEVERAGE PACKAGE:		
BEVERAGE PACKAGE PRICE PER HEAD:		
STAFF AVAILABILITY: YES / NO		COST:
TOTAL CATERING PACKAGE COST:		
OVERALL IMPRESSION/NOTES:		
DEPOSIT:		DUE DATE:
FINAL PAYMENT:		DUE DATE:

HOW TO CHOOSE YOUR CAKE MAKER

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available to make my cake to be ready by my wedding date?
2. Do you have a catalogue of cakes or will you customise a design I have in mind?
3. Are you flexible with cake design choices?
4. Are you able to fulfil our specific desires – e.g. Different layer flavours/fillings
5. Do you offer cake samples for tastings?
6. Do you have a cake design that will fit into my budget?
7. How big will our cake need to be to serve the amount of guests invited to our wedding?
8. How much will our cake cost to make?
9. What kind of icing do you use?
10. Will you deliver the cake to my reception location? Is there an additional fee?
11. Will the delivery person be able to reassemble or make emergency repairs or decorations if necessary?
12. Optional question if you or the groom have dietary requirements: Can you cater for specific dietary requirements?
13. How long will it take to make my desired cake and how close to my wedding date will you make it?
14. Do you have wedding toppers to choose from or should I source my own?
15. If I decide to decorate my cake with fresh flowers, will you coordinate with my florist or do I need to organise to get the flowers to you?
16. Do I need to put down a deposit to secure my booking?

17. When is the final payment required?

CAKE MAKER QUOTE	
COMPANY:	
CONTACT NAME:	
PHONE:	MOBILE:
EMAIL:	
CAKE TASTE SAMPLING: YES / NO	
DELIVERS TO RECEPTION VENUE: YES / NO	
DELIVERY FEE:	
CAKE DETAILS:	
NUMBER OF SERVES:	
COST:	
OVERALL IMPRESSION/NOTES:	
DEPOSIT:	DUE DATE:
FINAL PAYMENT:	DUE DATE:

HOW TO CHOOSE YOUR BAND OR MUSICIAN

Print this planning tool and take it along with you to fill out when you meet with a potential supplier. This handy tool will have you asking all the right questions and getting all the right answers to make sure you don't forget a single thing!

1. Are you available on our wedding date?
2. How long have you been playing at weddings?
3. How long has the band been together?
4. How many weddings have you performed at?
5. Can we contact some of your previous clients for references?
6. Can we see you perform at another event before we book you?
7. Do you have a demo CD we can listen to?
8. Do you perform for more than one wedding in a day?
9. Have you played at our reception venue before?
10. Do you have a minimum booking period?
11. What will you wear on our wedding day?
12. What kind of equipment will you bring along and use?
13. Will you bring a wireless microphone and are we able to use it for our speeches?
14. Will you bring lighting equipment?
15. Do you set up promotional material with your equipment?
16. What are your fees?
17. What do your fees include?
18. Are we also able to hire you as our MC & will this cost extra?
19. How much do you charge if our wedding goes overtime?
20. Will you take any breaks during our event?

21. Do you require a meal?
22. Do you have public liability insurance?
23. What time will you arrive at our venue to set up your equipment?
24. What type of music will you play?
25. What do you do to motivate the crowd if no one is dancing?
26. Will you take song requests from our guests?
27. How long before our wedding is our final song request list and wedding day timeline required?
28. Can we supply you with a banned or do-not-play song list?
29. If for any unforeseeable reason one of the band members are unable to attend our wedding, do you have a back up plan?
30. Are we expected to pay upfront or put down a deposit to secure our booking?
31. When is final payment required?

BAND/MUSICIAN QUOTE		
BAND/MUSICIAN:		
CONTACT NAME:		
PHONE:	MOBILE:	
EMAIL:		
PERFORMANCE VIEWING: YES / NO	DATE:	TIME:
PERFORMANCE VIEWING LOCATION:		
DEMO CD: YES / NO		
MC CAPABILITY: YES / NO		
MINIMUM BOOKING PERIOD:		
COST:		
INCLUSIONS:		
OVERTIME COST:		
TYPE OF MUSIC:		
CROWD MOTIVATOR:		
SONG REQUESTS: YES / NO		
OVERALL IMPRESSION/NOTES:		
DEPOSIT:	DUE DATE:	
FINAL PAYMENT:	DUE DATE:	