



wedding planner

bride

groom

wedding

timeline

6 or more months ahead

- ☐ Submit engagement announcement on BlackHillsBride.com
- ☐ Take engagement photos
- ☐ Think about the style of wedding you want—formal or informal, big or small—and the season it will take place
- ☐ Set budget
- ☐ Hire wedding coordinator, if desired
- ☐ Compile guest list and organize addresses
- ☐ Finalize wedding date and time
- ☐ Choose color, theme and size of wedding
- ☐ Reserve ceremony and reception sites
- ☐ Choose attendants
- ☐ Order dress and accessories, including veil and shoes

- ☐ Book officiant
- ☐ Book caterer
- ☐ Book florist
- ☐ Book music for ceremony and reception
- ☐ Book photographer and videographer
- ☐ Meet with clergy or officiant for pre-marital counseling requirements and begin classes, if appropriate
- ☐ Arrange transportation for the wedding day
- ☐ Book honeymoon, apply for passport if needed
- ☐ Send save-the-dates, if using
- ☐ Set up honeymoon registry

- ☐ Register for gifts/honeymoon
- ☐ Purchase wedding rings and arrange engraving, if needed
- ☐ Purchase or reserve groom's attire
- ☐ Choose attendants' attire
- ☐ Help mothers choose their dresses
- ☐ Book hair, nail and makeup appointments
- ☐ Order wedding cake
- ☐ Choose favors
- ☐ Book a room for wedding night
- ☐ Reserve accommodations for out-of-town guests
- ☐ Sign up for dance lessons

4 to 6 months ahead

- ☐ Reserve rental equipment, such as tables, chairs and tents
- ☐ Order stationery, including invitations and thank-you notes

notes

2 to 4 months ahead

- ☐ Select songs for ceremony, dinner and dances
- ☐ Finalize details with florist, DJ, photographer, caterer
- ☐ Finalize menu with caterer
- ☐ Discuss service with officiant
- ☐ Choose readings for ceremony
- ☐ Try out makeup and hairstyle
- ☐ Schedule a session with your videographer to film video for the rehearsal dinner/reception
- ☐ Mail invitations
- ☐ Finalize honeymoon details

1 to 2 months ahead

- ☐ Buy guest book, unity candle, toasting glasses, cake knife and server, flower girl/ring bearer accessories
- ☐ Confirm ceremony details
- ☐ Prepare printed program for ceremony
- ☐ Schedule rehearsal time and rehearsal dinner
- ☐ Invite wedding party and guests to rehearsal dinner
- ☐ Complete documents for change of legal name and address, if needed
- ☐ Obtain marriage license and request certified copies
- ☐ Pick up rings and check engraving

- ☐ Confirm details with the florist, caterer, entertainers and officiant
- ☐ Buy gifts for attendants, flower girl, ring bearer, fiancé(e), parents

2 weeks ahead

- ☐ Have final dress-fitting with shoes, accessories and lingerie
- ☐ Have fittings for tuxedos and attendants' dresses
- ☐ Submit list of must-take shots to photographer and videographer
- ☐ Follow up on missing RSVPs
- ☐ Arrange seating chart and place cards
- ☐ Create wedding-day schedule; share with wedding party and vendors
- ☐ Notify caterer of final guest count
- ☐ Find out where your guests will be staying if you plan to deliver welcome bags to their rooms

1 week ahead

- ☐ Pick up dress
- ☐ Pick up rings
- ☐ Write rehearsal dinner and wedding toasts
- ☐ Finalize seating plan
- ☐ Get manicure and pedicure
- ☐ Pack for honeymoon
- ☐ Write thank-you notes as you receive gifts
- ☐ Verify transportation to and from ceremony

day before

- ☐ Deliver out-of-town guest gift baskets to hotel
- ☐ Attend ceremony rehearsal
- ☐ Hold rehearsal dinner and give gifts to wedding party
- ☐ Prepare tip envelopes and arrange for someone to distribute them

wedding day

- ☐ Eat breakfast
- ☐ Get hair and makeup done
- ☐ Get dressed
- ☐ Relax and enjoy the day
- ☐ Give your vows to your Maid of Honor
- ☐ Exchange a note/gift with your groom

notes

sharing the costs

The most useful approach for a bride and groom to take with their families is to be communicative, realistic and courteous. Weddings are expensive and there are times when tradition should bow to practicality. Below is the customary division of expenses.

bride's family

- Invitations, announcements and postage
- Bride's wedding attire and trousseau
- Cost of the ceremony, including rental of sanctuary, chapel or other facility, organist, soloist and sexton fees, aisle carpets, flowers and any additional decorating costs
- Bridesmaids' bouquets
- Cost of the reception, including food, wedding cake, beverages, flowers, decorations, music, rental equipment and gratuities for bartenders and waiters
- Engagement and wedding photographs
- Transportation
- Wedding gift for the newlyweds
- Wedding consultant
- Any welcome parties for out-of-town guests

bride

- Groom's ring
- Gift for the groom
- Gifts for her attendants
- Lodging for her out-of-town attendants (optional)
- Bridesmaids' luncheon
- Gift for parents

groom's family

- Their own wedding attire
- Wedding gift for the newlyweds
- Rehearsal dinner
- Their travel expenses and hotel bills
- Shipment of wedding gifts to the bridal couple's new home

groom

- Bride's engagement and wedding rings
- Gift for the bride
- Marriage license
- Fee for officiant
- Gifts for best man, groomsmen and ushers
- Bridal bouquet and going-away corsage
- Boutonnieres for all men in wedding party
- Mothers' and grandmothers' corsages
- Lodging for his out-of-town attendants (optional)
- Honeymoon
- Bachelors' dinner (optional)
- Gift for parents

attendants & ushers

- Their wedding attire selected by the bride
- Travel expenses and lodging
- Parties for the bride and groom
- Wedding gift for the couple

notes

budget development

Developing a realistic wedding budget is essential and should be one of the first things you do. Below are a few questions you may want to discuss before developing your final budget. Once your budget is set, stick to it by using our handy budget worksheets to keep you on task.

overall budget

How much do you want to spend?
Are the necessary funds available?
What is the size of the wedding party?
How many guests will be invited?

ceremony, reception 45%

Where will you hold each?
Indoors or outdoors?
Church or other venue?
Reception formal or casual?
Ballroom or hall?

food, catering, & cake

(included in reception percentages) is the caterer independent of your venue?
Sit-down service or buffet?
Will appetizers be served during cocktail hour?
Will there be alcohol?
Full bar or limited to beer, champagne and wine?
Do you want a custom-designed cake or something smaller with sheet cake service?

attire 8%

Do you want a designer gown or off-the-rack?
Will you purchase or rent formal wear?

photography, videography 18%

What style do you prefer, posed or photojournalistic?
Do you want a leather-bound photo book or something less expensive?
What style of videography do you want?
How many copies of the video will be needed?

transportation 2%

How will you travel from your venues?
Will you provide rented transportation for the entire wedding party?
Does your venue require valet parking or shuttle service?

entertainment 4%

Will you have an orchestra, band or musician at the ceremony?
Band or DJ at the reception?
What other entertainment is needed?

floral & décor 12%

Are desired flowers in season?
Which attendants and guests will have flowers?
Will you use flowers for your cake and décor?
How far in advance do you need your flowers?

Are you preserving your bouquet?
Will you need to rent tables, chairs, linens, etc.?
Are you going to be purchasing tablescape materials and décor?

stationery 3%

Are you looking for a certain color, paper type, font or ink?
How much text would you like to include?
Are you going to include a picture or graphic on your save-the-date card or announcement?
Custom-designed or just customized stationery?
Will you be mailing your invitations?
How many guests will need invites?
Will you be ordering programs, table placeholders, signs and thank-yous?
Invitations: letterpress or printed?
What inserts will be required with the invitations?

honeymoon 8%

Will you be leaving the country and need an updated passport?
Have you received vaccinations?
Are you going to have a professional create your travel itinerary?
Would you prefer an adult-only resort?

money management

wedding rings

Engagement ring	_____
Bride's ring	_____
Groom's ring	_____
subtotal	_____

attire

Bride's dress	_____
Headpiece and veil	_____
Bride's shoes	_____
Lingerie, hosiery, garter	_____
Jewelry and accessories	_____
Hair, makeup, manicure	_____
Dress preservation	_____
Groom's tuxedo or suit	_____
Groom's shoes	_____
Groom's accessories	_____
subtotal	_____

ceremony and reception

Ceremony location fee	_____
Officiant fee	_____
Organist/musicians/soloist	_____
Marriage license	_____
Aisle runner, decorations	_____
Candles, misc.	_____
Reception location fee	_____
Catering fee	_____
Cake	_____
Bar	_____
Decorations	_____
Rentals	_____
Tips	_____
subtotal	_____

photography

Photographer's fee	_____
Engagement portrait	_____
Wedding album	_____
Parents' albums	_____
Additional prints	_____
subtotal	_____

music

Ceremony music	_____
Cocktail-hour music	_____
Reception music (DJ)	_____
subtotal	_____

stationery

Save-the-date cards	_____
Invitations and envelopes	_____
Map inserts	_____
Announcements	_____
Response cards	_____
Thank-you notes	_____
Ceremony programs	_____
Calligraphy/addressing	_____
Postage	_____
Place cards	_____
Printed napkins	_____
subtotal	_____

transportation

Limousine or carriage	_____
Guest transportation	_____
subtotal	_____

gifts, favors, and extras

Maid of honor's gift	_____
Bridesmaids' gifts	_____
Best man's gift	_____
Groomsmen's gifts	_____
Bride's parents' gifts	_____
Groom's parents' gifts	_____
Flower girl	_____
Ring bearer	_____
Favors	_____
Ring pillow	_____
Guest book	_____
Cake knife/server	_____
Toasting glasses	_____
subtotal	_____

rehearsal dinner

Site rental	_____
Caterer	_____
Taxes and gratuities	_____
Other	_____
Bridesmaid's luncheon	_____
subtotal	_____

videography

Videographer fee	_____
Extra copies of video	_____
subtotal	_____

honeymoon

Transportation	_____
Accommodations	_____
Daily budget	_____
subtotal	_____

flowers

Ceremony	_____
Altar/church	_____
Bride's bouquet	_____
Bouquet preservation	_____
Attendants' bouquets	_____
Flower girl accessories	_____
Mothers' corsages	_____
Boutonnieres	_____
subtotal	_____

reception

Cake table	_____
Buffet table	_____
Head table	_____
Centerpieces	_____
Decorating	_____
subtotal	_____

helpers (total):

Wedding coordinator	_____
Cake-cutting/ gift-table attendant(s)	_____
Guest book attendant	_____
Officiant	_____
Soloists/musicians	_____
subtotal	_____

total

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notes

compare venues

Where to hold your reception is one of the most complex decisions to make. Use this comparison chart to help you decide what your priorities are, and how the costs will enter into your overall plan.

Amenities Available	1:	2:	3:
Formal/informal décor			
Decorating restrictions			
Distance from ceremony			
Disabled access			
Capacity			
Air-conditioned			
Dance floor/stage			
Sound system/piano			
Head table			
# of guest tables/chairs			
Guest book table			
Gift table			
Cake table			
Linens			
China, flatware			
Stemware/glassware			
Wedding coordinator			
Catering service			
Wait staff			
Bar/bartender			
Champagne cost			
Cork fee			
Cake-cutting charge			
Clean-up charge			
Adequate parking			
Other			
Head count deadline			
Hours available			
Early set-up availability			
Taxes and gratuity			
Deposit amount			
Deposit deadline			
Final payment deadline			
Est. Cost to Budget			

payment records

Date	Payment Made To	Amount	Method/Check #	Balance Due	Date Due

notes

ceremony details

Date _____ Time _____ Location _____

Officiant _____ Officiant fee _____

Address _____ Phone _____

Rehearsal date _____ Rehearsal time _____

Rehearsal dinner location _____ Reservation time _____

Number of guests _____

Site requirements _____

Seating capacity _____

Site fee _____ Other fees _____

services

Photographer _____ Phone _____

Videographer _____ Phone _____

Florist _____ Phone _____

Decorator _____ Phone _____

Wedding coordinator _____ Phone _____

Transportation _____ Phone _____

music

Soloist _____ Phone _____

Soloist _____ Phone _____

Musician _____ Phone _____

Musician _____ Phone _____

Processional Song _____

Recessional Song _____

reception details

venue

Location _____ Seating capacity _____

Address _____ Phone _____

Manager _____ Rental cost _____ Deposit _____

Final payment due date _____ Equipment rental fee _____

Date/time room is available for decorating _____

Tables and chairs provided ☐ Yes ☐ No Quantity needed _____

Linens provided ☐ Yes ☐ No Quantity needed _____

Clean up requirements _____

food

Caterer _____ Phone _____

Meal description _____

Baker _____ Phone _____

Cake description _____

entertainment

DJ/Band _____ Cost _____

Contact person _____ Phone _____

Arrival time _____ Hours of music _____

bridal party

attendants

Name _____

Phone _____

E-mail _____

Name _____

Phone _____

E-mail _____

Name _____

Phone _____

E-mail _____

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Name _____

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E-mail _____

sequence of events

wedding day

6:00 am _____

7:00 am _____

8:00 am _____

9:00 am _____

10:00 am _____

11:00 am _____

Noon _____

1:00 pm _____

2:00 pm _____

3:00 pm _____

4:00 pm _____

5:00 pm _____

6:00 pm _____

7:00 pm _____

8:00 pm _____

9:00 pm _____

10:00 pm _____

11:00 pm _____

Midnight _____

photography checklist

bride's photos

- ☐ Full-length
- ☐ Back of dress
- ☐ Bouquet
- ☐ With both parents
- ☐ With parents separately
- ☐ With grandparents
- ☐ With siblings
- ☐ With maid/matron of honor
- ☐ With all attendants
- ☐ With groomsmen
- ☐ With flower girl and ring bearer
- ☐ Pre-Wedding
- ☐ Bride getting ready
- ☐ Bride putting on veil
- ☐ Candid shots of bride preparing
- ☐ Groom getting ready
- ☐ Attendants getting ready
- ☐ Front of ceremony location
- ☐ Guests arriving and being seated

groom's photos

- ☐ Full length
- ☐ With both parents
- ☐ With parents separately
- ☐ With grandparents
- ☐ With siblings
- ☐ With best man
- ☐ With all attendants
- ☐ With bridesmaids

bride and groom photos

- ☐ Bride and groom together
- ☐ With each set of parents
- ☐ With entire wedding party
- ☐ Close-up of hands displaying rings
- ☐ Signing the marriage certificate

ceremony

- ☐ Musicians/Vocalists
- ☐ Attendants waiting to enter
- ☐ Parents being seated
- ☐ Candid shots of parents
- ☐ Attendants walking down aisle
- ☐ Child attendants walking down aisle
- ☐ Groom coming down the aisle
- ☐ Clergy, groom and best man at altar
- ☐ Bride and father walking down aisle
- ☐ Father giving bride's hand to groom
- ☐ Vow exchange
- ☐ Ring ceremony
- ☐ Candid shots of bride's/groom's faces
- ☐ Unity candle ceremony
- ☐ Groom kissing the bride

recessional

- ☐ Guests throwing seeds, petals, etc.

reception

- ☐ Guests signing guest book
- ☐ Place cards, favors
- ☐ Centerpieces, place settings
- ☐ Bride and groom listening to toasts
- ☐ Candid shots throughout room
- ☐ Bride and groom's first dance
- ☐ Bride-and-father dance
- ☐ Groom-and-mother dance
- ☐ Guests dancing
- ☐ Cake, cake table
- ☐ Cake cutting
- ☐ Bouquet toss
- ☐ Garter removal and toss
- ☐ Departure vehicle
- ☐ Newlyweds departing

notes

day of checklist

bride attire

- ☐ Gown (be sure it is steamed/pressed)
- ☐ Headpiece and veil
- ☐ Lingerie (bra, bustier, slip, petticoat)
- ☐ Hosiery and garter
- ☐ Shoes
- ☐ Jewelry and accessories
- ☐ Wrap/jacket
- ☐ Gloves

groom attire

- ☐ Coat, shirt, vest, trousers
- ☐ Neckwear
- ☐ Cufflinks
- ☐ Socks and shoes

don't forget

- ☐ Rings
- ☐ Marriage license
- ☐ Ring bearer's pillow
- ☐ Flower girl's basket
- ☐ Wedding programs
- ☐ Cake knife and server
- ☐ Toasting glasses
- ☐ Favors
- ☐ Guest book and pen
- ☐ Unity candle
- ☐ Payment for officiant and vendors
- ☐ Assign someone to collect and transport gifts

wedding day emergency kit

- ☐ Brush/comb
- ☐ Bobby pins
- ☐ Styling products
- ☐ Cotton balls
- ☐ Q-Tips
- ☐ Tissues
- ☐ Makeup kit
- ☐ Makeup remover
- ☐ Baby powder
- ☐ Hand mirror
- ☐ Hair dryer
- ☐ Curling / flat irons
- ☐ Ponytail holder
- ☐ Clear nail polish
- ☐ Deodorant
- ☐ Toothbrush
- ☐ Lotion
- ☐ Dental floss
- ☐ Breath mints
- ☐ Tampons
- ☐ Pain reliever medication
- ☐ Band-Aids
- ☐ Upset stomach remedy
- ☐ Eye drops
- ☐ Antacids
- ☐ Tweezers
- ☐ Nail File
- ☐ Pen
- ☐ Notebook
- ☐ Safety pins
- ☐ Crazy Glue
- ☐ Extra button

- ☐ Mini sewing kit
- ☐ Double-sided tape
- ☐ Stain releaser pen
- ☐ Static-cling spray
- ☐ Scissors
- ☐ Lint roller
- ☐ Extra earring backs
- ☐ Bottled water
- ☐ Energy drinks
- ☐ Music
- ☐ Cellphone
- ☐ Charger
- ☐ Straws (so you don't smudge your lipstick)
- ☐ Snacks
- ☐ Lighter
- ☐ Flat shoes

honeymoon

- ☐ Airline tickets/app (note flight number and departure/arrival times)
- ☐ Cruise tickets (note cabin number and departure/arrival times)
- ☐ Resort/Hotel (address, phone and confirmation numbers)
- ☐ Passports/Visas
- ☐ Digital camera
- ☐ Credit cards/pre-paid cards
- ☐ Medicines/prescriptions
- ☐ Extra contacts or glasses
- ☐ Toiletries
- ☐ Electrical plug adapters

JANUARY 2022							FEBRUARY 2022							MARCH 2022							APRIL 2022						
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24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
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CREATE YOUR ENGAGEMENT PROFILE

FEATURING MORE TIPS, GUIDES,
AND VENDORS ONLINE



BLACKHILLSBRIDE.COM
#blackhillsbride