

# Master Checklist

| To Do:                 | Deadline | ✓ |
|------------------------|----------|---|
| ANNOUNCE ENGAGEMENT    |          |   |
| SELECT WEDDING PARTY   |          |   |
| CREATE MASTER BUDGET   |          |   |
| GUEST LIST             |          |   |
| CHOOSE COLOR PALETTE   |          |   |
| REGISTRY               |          |   |
| INVITATIONS            |          |   |
| WEDDING DRESS          |          |   |
| BRIDESMAID DRESSES     |          |   |
| GROOM/GROOMSMEN ATTIRE |          |   |
| FLOWER GIRL DRESSES    |          |   |
| SELECT VENUE           |          |   |
| SELECT FLORIST/FLOWERS |          |   |
| SELECT CATERER         |          |   |
| SELECT DJ              |          |   |
| SONG LIST              |          |   |
| SEATING CHART          |          |   |
| PHOTOGRAPHER           |          |   |
| VIDEOGRAPHER           |          |   |
| CLERGY                 |          |   |
| EVENT SCHEDULE         |          |   |
| WEDDING PROGRAMS       |          |   |
| MARRIAGE LICENSE       |          |   |

[illegible]

# The Budget

TOTAL BUDGET \_\_\_\_\_

| EXPENSE                     | BUDGETED | ESTIMATE | FINAL COST |
|-----------------------------|----------|----------|------------|
| ATTIRE (TOTAL COST)         |          |          |            |
| Wedding Dress               |          |          |            |
| Groom's Suit                |          |          |            |
| Bride Accessories           |          |          |            |
| Groom Accessories           |          |          |            |
| Wedding Dress Preservation  |          |          |            |
| Miscellaneous               |          |          |            |
|                             |          |          |            |
|                             |          |          |            |
| PAPER PRODUCTS (TOTAL COST) |          |          |            |
| Save the Date Cards         |          |          |            |
| Invitations                 |          |          |            |
| Programs                    |          |          |            |
| Guest Book                  |          |          |            |
| Receptions Menus            |          |          |            |
| Thank You Cards             |          |          |            |
| Wedding Planner             |          |          |            |
| Table place cards           |          |          |            |
| Postage                     |          |          |            |
| Miscellaneous               |          |          |            |
|                             |          |          |            |

| EXPENSE                       | BUDGETED | ESTIMATE | FINAL COST |
|-------------------------------|----------|----------|------------|
| PROFESSIONALS (TOTAL COST)    |          |          |            |
| Photographer & Videographer   |          |          |            |
| Wedding Coordinator           |          |          |            |
| Miscellaneous                 |          |          |            |
|                               |          |          |            |
|                               |          |          |            |
| VENUE & CATERING (TOTAL COST) |          |          |            |
| Ceremony Venue                |          |          |            |
| Ceremony Officiator           |          |          |            |
| Reception Venue               |          |          |            |
| Ceremony Decor                |          |          |            |
| Reception Decor               |          |          |            |
| Reception Bar Service         |          |          |            |
| Reception Catering            |          |          |            |
| Wedding Cake                  |          |          |            |
| Rentals                       |          |          |            |
| Rehearsal Dinner              |          |          |            |
| Gratuities                    |          |          |            |
| Wedding Night Hotel Room      |          |          |            |
| Miscellaneous                 |          |          |            |
|                               |          |          |            |
|                               |          |          |            |
| TRAVEL (TOTAL COST)           |          |          |            |
| Car Rental                    |          |          |            |
| Miscellaneous                 |          |          |            |
|                               |          |          |            |

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| EXPENSE                      | BUDGETED | ESTIMATE | FINAL COST |
|------------------------------|----------|----------|------------|
| BEAUTY & HEALTH (TOTAL COST) |          |          |            |
| Gym Membership               |          |          |            |
| Makeup                       |          |          |            |
| Hair Services                |          |          |            |
| Massage                      |          |          |            |
| Manicure & Pedicure          |          |          |            |
| Miscellaneous                |          |          |            |
|                              |          |          |            |
|                              |          |          |            |
| JEWELRY (TOTAL COST)         |          |          |            |
| Wedding Bands                |          |          |            |
| Jewelry For Bride            |          |          |            |
| Miscellaneous                |          |          |            |
|                              |          |          |            |
|                              |          |          |            |
| GIFTS & FAVORS (TOTAL COST)  |          |          |            |
| Bridesmaid Gifts             |          |          |            |
| Groomsman Gifts              |          |          |            |
| Wedding Favors               |          |          |            |
| Gifts for Guests             |          |          |            |
| Gift for Parents of Bride    |          |          |            |
| Gift for Parents of Groom    |          |          |            |
| Miscellaneous                |          |          |            |
|                              |          |          |            |
|                              |          |          |            |
|                              |          |          |            |

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# Wedding Guest List

| # | NAME | ADDRESS | RSVP |
|---|------|---------|------|
|   |      |         |      |
|   |      |         |      |
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