

# getting started {worksheet 1}

## Things To Do in This Section {Refer to Master Timeline for a Chronological To-Do List}

- Officially announce your engagement
- Send engagement photo and announcement to local papers
- Start compiling your guest list; include requests from parents; decide if children will be invited
- Set up your gift registry
- Plan your engagement party
- Finalize the guest list; send the list to your calligrapher if you are using one
- Order your invitations and other stationery needs
- Send "save the date" cards; especially if the event is on a holiday, or a destination wedding
- Plan the bachelor/bachelorette party/bridal shower/bridal luncheon; be sure to give the host/hostess your guest list
- Send your invitations to arrive 8 weeks before your ceremony
- Send rehearsal invitations
- Design your wedding program
- Have your wedding programs printed
- Purchase gifts for your bridal party
- Purchase any other needed gift items
- Purchase a guest book and pen
- Contact guests who haven't RSVPd
- Give guest list to calligrapher for name cards at reception
- Write thank you notes for showers, parties, and any gifts received
- Complete and mail thank you notes to guests
- Send thank you notes to attendants and vendors

Notes

## Newspaper Announcement

Publication

Contact

Address

City/State/Zip

Phone

Fax

Website

E-mail

Text

Due Date

Cost

# getting started {worksheet 2}

## Gift Registry

{Keep track of gifts received & thank you notes sent by using the Guest List Manager on [www.foreverbridal.net](http://www.foreverbridal.net). Print and place your lists in this section for easy reference.}

Store	Registry Consultant
Address	City/State/Zip
Phone	Website
Login	Password

Store	Registry Consultant
Address	City/State/Zip
Phone	Website
Login	Password

Store	Registry Consultant
Address	City/State/Zip
Phone	Website
Login	Password

## Engagement Party

Host/Hostess	Number of Guests
Venue	Date & Time
Address	City/State/Zip
Phone	Fax
Website	E-mail

Time Room is Available for Decoration/Entertainment Set-Up

Additional Services Needed

Special Requests

Cancellation Policies & Notes

Total	Deposit Paid/Date
Balance Due	Balance Due Date
Make Checks Payable To	

getting started {worksheet 3}

Bridal Shower

Host/Hostess	Number of Guests
Venue	Date & Time
Address	City/State/Zip
Phone	Fax
Website	E-mail

Time Room is Available for Decoration/Entertainment Set-Up

Additional Services Needed

Special Requests

Cancellation Policies & Notes

Total	Deposit Paid/Date
Balance Due	Balance Due Date

Make Checks Payable To

Bridal Luncheon

Host/Hostess	Number of Guests
Venue	Date & Time
Address	City/State/Zip
Phone	Fax
Website	E-mail

Time Room is Available for Decoration/Entertainment Set-Up

Additional Services Needed

Special Requests

Cancellation Policies & Notes

Total	Deposit Paid/Date
Balance Due	Balance Due Date

Make Checks Payable To

# getting started {worksheet 4}

## Bachelorette Party

Host/Hostess	Number of Guests
Venue	Date & Time
Address	City/State/Zip
Phone	Fax
Website	E-mail
○ Notes	
<hr/>	
<hr/>	

## Calligrapher

{Print a customized list for your calligrapher by using the Guest List Manager on [www.foreverbridal.net](http://www.foreverbridal.net). Place your list in this section for easy reference.}

Business	Contact
Address	City/State/Zip
Phone	Fax
Website	E-mail
○ Special Requests	
<hr/>	
<hr/>	
○ Date Delivered	○ Date Completed & Picked Up
Total	Deposit Paid/Date
Balance Due	Balance Due Date
Make Checks Payable To	

## Stationery

{Keep track of your guests' addresses & RSVPs by using the Guest List Manager on [www.foreverbridal.net](http://www.foreverbridal.net). Print and place your lists in this section for easy reference.}

Business	Contact
Address	City/State/Zip
Phone	Fax
Website	E-mail
Business Hours	
○ Special Requests	
<hr/>	
<hr/>	

# getting started {worksheet 5}

## Stationery {Save the Date Cards}

<input type="radio"/> Style/Item #	<input type="radio"/> Paper/Stock	
<input type="radio"/> Font	<input type="radio"/> Color of Ink	<input type="radio"/> Quantity
<input type="radio"/> Text		
<input type="radio"/> Date To Be Sent	<input type="radio"/> Pick-Up Date	
Cancellation Policies & Notes		
Cost		

## Stationery {Invitations}

<input type="radio"/> Style/Item #	<input type="radio"/> Paper/Stock	
<input type="radio"/> Font	<input type="radio"/> Color of Ink	<input type="radio"/> Quantity
<input type="radio"/> Text		
<input type="radio"/> Response Cards & Envelopes	<input type="radio"/> Ordered	
<input type="radio"/> Reception Cards	<input type="radio"/> Ordered	
<input type="radio"/> Direction Maps	<input type="radio"/> Ordered	
<input type="radio"/> Informals & Thank You Notes	<input type="radio"/> Ordered	
<input type="radio"/> Date To Be Sent	<input type="radio"/> Pick-Up Date	
Cancellation Policies & Notes		
Cost		
Notes		

## Stationery {Announcements • Sent To Those Not Invited To The Wedding}

<input type="radio"/> Style/Item #	<input type="radio"/> Paper/Stock	
<input type="radio"/> Font	<input type="radio"/> Color of Ink	<input type="radio"/> Quantity
<input type="radio"/> Text		
<input type="radio"/> Date To Be Sent	<input type="radio"/> Pick-Up Date	
Cancellation Policies & Notes		
Cost		

# getting started {worksheet 6}

## Stationery {Programs}

Business (If Different)	Contact
Address	City/State/Zip
Phone	Fax
Website	E-mail
Business Hours	
<input type="radio"/> Style/Item #	<input type="radio"/> Paper/Stock
<input type="radio"/> Font	<input type="radio"/> Color of Ink <input type="radio"/> Quantity
<input type="radio"/> Special Considerations	
<hr/>	
<input type="radio"/> Attendant Introductions	
<input type="radio"/> Memorial(s)	
<input type="radio"/> Special Thank You(s)	
<input type="radio"/> Directions From Ceremony to Reception	
<input type="radio"/> New Address	
<input type="radio"/> Pick-Up Date	
Cancellation Policies & Notes	
<hr/>	
Cost	

## Stationery {Additional Items}

<input type="radio"/> Rehearsal Invitations	<input type="radio"/> Quantity	<input type="radio"/> Cost
<input type="radio"/> Menu Cards	<input type="radio"/> Quantity	<input type="radio"/> Cost
<input type="radio"/> Place Cards Seating/Pew Cards	<input type="radio"/> Quantity	<input type="radio"/> Cost
<input type="radio"/> Matches	<input type="radio"/> Quantity	<input type="radio"/> Cost
<input type="radio"/> Napkins	<input type="radio"/> Quantity	<input type="radio"/> Cost
<input type="radio"/> Other	<input type="radio"/> Quantity	<input type="radio"/> Cost

## Stationery {Postage}

<input type="radio"/> \$	Save The Date Cards
<input type="radio"/> \$	Invitations
<input type="radio"/> \$	Response Envelopes
<input type="radio"/> \$	Rehearsal Invitations
<input type="radio"/> \$	Announcements
<input type="radio"/> \$	Other