

the details {worksheet 1}

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

- Plan for your first dance; how about lessons?
- Interview djs, bands, or other entertainment options for your reception and book your date
- Interview florists to discuss your ideas; make sure to secure the date when you've decided
- Interview bakers and order your wedding cake or other dessert options
- Reserve your transportation needs; keep in mind out-of-town guests or guests with special needs
- Reserve hotel accommodations for your out-of-town guests
- Make hotel reservations for your wedding night if you are staying in town
- Research and plan activities for your guests
- Compile and send information to your guests
- Have final consultation with your dj or band to review flow of the reception and your "play/do not play" list
- Have final consultation with your florist
- Have final consultation with your baker
- Confirm your transportation details regarding pick up and drop off times and locations
- Have a family member pick up and freeze the top layer of your wedding cake
- Have your bouquet preserved

Musicians & Soloists {Cocktail & Dinner}

| | |
|---|---|
| Business | Contact |
| Address | City/State/Zip |
| Phone | Fax |
| Website | E-mail |
| Business Hours | |
| <input type="checkbox"/> Hours Needed | <input type="checkbox"/> Overtime Available |
| <input type="checkbox"/> Set-Up Time | <input type="checkbox"/> Set-Up Location |
| <input type="checkbox"/> Musical Selections | |

Cancellation Policies & Notes

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

the details {worksheet 2}

Music & Entertainment {Reception}

Band/DJ Contact

Address City/State/Zip

Phone Fax

Website E-mail

Business Hours

Hours Needed Overtime Available

DJ/Band Leader Serving as Master of Ceremonies

Set-Up Time Set-Up Location

Favorite Songs to be Played:

Grand Entrance Special Announcements?

Cocktail Music {if needed}

Dinner Music {if needed}

First Dance

Father/Daughter Dance Mother/Son Dance

Bouquet Toss Cake Cutting

Last Dance Grand Exit

Special Requests

Do Not Play List

Cancellation Policies & Notes

Total Deposit Paid/Date

Balance Due Balance Due Date

Make Checks Payable To

Flowers

Florist Contact

Address City/State/Zip

Phone Fax

Website E-mail

Business Hours

Ideas/Themes/Colors

the details {worksheet 3}

Flowers {For the Ceremony}

Details

Delivery Date/Time

Delivery Location

Set-Up Instructions

Cost

Flowers {For the Reception}

Table Arrangements

Delivery Date/Time

Delivery Location

Set-Up Instructions

Cost per Table

Total Cost

Additional Flowers

Cost

Flowers {Bouquets}

Bride's Bouquet

Cost

Toss Bouquet

Cost

Bridesmaid's Bouquet

Cost per Bridesmaid

Total Cost

Flower Girl

Cost per Flower Girl

Total Cost

Flowers {Corsages & Boutonnieres}

Corsage for the Bride at Rehearsal Dinner

Cost

Corsage for the Mother of the Bride

Cost

Corsage for the Mother of the Groom

Cost

Corsages for the Grandmothers

Cost

Boutonniere for the Groom at Rehearsal Dinner

Cost

Boutonniere for the Groom

Cost

Boutonnieres for the Groomsmen

Cost per Groomsmen

Total Cost

Boutonniere for the Father of the Bride

Cost

Boutonniere for the Father of the Groom

Cost

Boutonnieres for the Grandfathers

Cost

Boutonniere for the Ring Bearer

Cost

Additional Corsages & Boutonnieres

Cost

the details {worksheet 4}

Wedding Cake

| | |
|---|--|
| Bakery | Contact |
| Address | City/State/Zip |
| Phone | Fax |
| Website | E-mail |
| Business Hours | |
| <input type="checkbox"/> Tasting Date/Time | |
| <input type="checkbox"/> Cake Flavor(s) | <input type="checkbox"/> Cake Filling(s) |
| <input type="checkbox"/> Frosting/Icing | <input type="checkbox"/> Number of Layers |
| <input type="checkbox"/> Dressing for Top | |
| <input type="checkbox"/> Specialties | |
| <input type="checkbox"/> Decorations & Description | |
| <input type="checkbox"/> Number of Servings | |
| <input type="checkbox"/> Delivery Date/Time | <input type="checkbox"/> Delivery Location |
| <input type="checkbox"/> Set-Up Instructions | |
| <input type="checkbox"/> Cake Stand Rental Return Date | <input type="checkbox"/> Rental Cost |
| <input type="checkbox"/> Cake Top Preservation/Storage Instructions | |
| <input type="checkbox"/> Top Layer Wrapped & Saved By | |
| Cancellation Policies & Notes | |
| Total | Deposit Paid/Date |
| Balance Due | Balance Due Date |
| Make Checks Payable To | |

Groom's Cake

| | |
|--|--|
| Bakery | Contact |
| Address | City/State/Zip |
| Phone | Fax |
| Website | E-mail |
| Business Hours | |
| <input type="checkbox"/> Delivery Date/Time | <input type="checkbox"/> Delivery Location |
| <input type="checkbox"/> Set-Up Instructions | |
| <input type="checkbox"/> Details | |
| Cancellation Policies & Notes | |
| Cost | |

the details {worksheet 5}

Transportation {For the Wedding Day}

| | |
|---|---------------------------------------|
| Service | Contact |
| Address | City/State/Zip |
| Phone | Fax |
| Website | E-mail |
| <input type="checkbox"/> Number of Vehicle(s) | |
| <input type="checkbox"/> Type of Vehicle(s) | <input type="checkbox"/> Capacity |
| <input type="checkbox"/> Pick-Up Location | <input type="checkbox"/> Pick-Up Time |
| <input type="checkbox"/> Directions | |
| <input type="checkbox"/> Pick-Up Location | <input type="checkbox"/> Pick-Up Time |
| <input type="checkbox"/> Directions | |

Cancellation Policies & Notes

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

Transportation {For Family & Guests}

| | |
|---|---------------------------------------|
| Service | Contact |
| Address | City/State/Zip |
| Phone | Fax |
| Website | E-mail |
| <input type="checkbox"/> Number of Vehicle(s) | |
| <input type="checkbox"/> Type of Vehicle(s) | <input type="checkbox"/> Capacity |
| <input type="checkbox"/> Pick-Up Location | <input type="checkbox"/> Pick-Up Time |
| <input type="checkbox"/> Directions | |
| <input type="checkbox"/> Pick-Up Location | <input type="checkbox"/> Pick-Up Time |
| <input type="checkbox"/> Directions | |

Cancellation Policies & Notes

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

the details {worksheet 6}

Guest Accommodations

| | |
|--|--|
| Venue | Contact |
| Address | City/State/Zip |
| Phone | Fax |
| Website | E-mail |
| Business Hours | |
| <input type="checkbox"/> Block of Rooms Reserved | <input type="checkbox"/> Room Rate |
| <input type="checkbox"/> Check-In Date/Time | <input type="checkbox"/> Check-Out Date/Time |
| <input type="checkbox"/> Cost | |
| <input type="checkbox"/> Directions | |

| | |
|--|--|
| Venue | Contact |
| Phone | Fax |
| Address | City/State/Zip |
| Website | E-mail |
| Business Hours | |
| <input type="checkbox"/> Block of Rooms Reserved | <input type="checkbox"/> Room Rate |
| <input type="checkbox"/> Check-In Date/Time | <input type="checkbox"/> Check-Out Date/Time |
| <input type="checkbox"/> Cost | |
| <input type="checkbox"/> Directions | |

Guest Activities

- Around the Area
- Attractions
- Restaurants
- Events
- Babysitters