

# the master plan {worksheet 1}

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

- Introduce your families
- Interview wedding consultants/planners who can help you with your wedding planning
- Attend a bridal show
- Determine a theme or feel you want your wedding day to have
- Review your calendar and set a date, time and location for your ceremony and reception
- Determine your budget and shared expenses
- Choose your attendants; confirm their availability
- Meet with your maid/matron of honor and best man to go over expectations and items of interest
- Plan/schedule wedding day responsibilities; let family and friends help out; give them a list of names and numbers
- Confirm final payments for vendors and write checks; for convenience, place the checks in marked envelopes
- Make sure everyone has their list/schedule for the big day

## Notes on Ideas

Date/Time/Location

Theme/Motif/Traditions

Size of Wedding/Guests

Formality

## Notes on Finances

{Keep track of your budget and costs by using the Budgeter on [www.foreverbridal.net](http://www.foreverbridal.net). Print and place your itemized budget and costs list in this section for easy reference. Find more information and worksheets at [www.foreverbridal.net](http://www.foreverbridal.net)}

Key Contributors

Who Pays for What

Overall Budget (List)

Priority of Expenses (List)

## Notes on Wedding Party

Expectations/Responsibilities of Maid/Matron of Honor and Best Man

Before

Day Of

After

Other Family/Friend Responsibilities

# the master plan {worksheet 2}

## Wedding Consultant/Planner

Business

Contact

Address

City/State/Zip

Phone

Fax

Website

E-mail

## Rates

Hourly?  Yes  No

If Yes, Hourly Rate

Percentage?  Yes  No

If Yes, Percentage Amount

Flat Fee?  Yes  No

If Yes, Fee

## Consultant Hours

Rehearsal

Additional Fee?

Rehearsal Dinner

Additional Fee?

Wedding Day

Additional Fee?

Reception

Additional Fee?

## Other Services Available

Design

Invitations

Accessories

Gown Preservation

Other

## Payment Plan Structure

## Special Requests

## Cancellation Policies & Notes

## Total

Deposit Paid/Date

Balance Due

Balance Due Date

Make Checks Payable To