



K-STATE
Research and Extension

Kansas State University Agricultural Experiment Station and Cooperative Extension Service



PLANNING YOUR *Wedding*

Wedding Planning Action	Doing It	Completed
Engagement		
Announce to family and friends		
Set the date		
Buy engagement ring(s) or wedding set		
Have engagement photo(s) taken		
Let's Get the Ball Rolling!	Notes and Numbers	
Number of guests		
Budget		
Who's paying for what and/or contributing		
Wedding Party		
Maid/Matron of Honor and Bridesmaids		
Best Man and Groomsmen		
Flower Girl and Ring Bearer		
Ushers		
Venue		
Ceremony – Deposit of \$_____ due by _____		
Reception – Deposit of \$_____ due by _____		
Set up wedding website or Facebook page		
Open Pinterest account		





Pros and Vendors	Having one?	Agreement Signed	Amount Budgeted	Amount Spent
Officiant				
Planner – Deposit of \$ _____ due by _____				
Caterer – Deposit of \$ _____ due by _____				
Bartender – Deposit of \$ _____ due by _____				
Cake baker – Deposit of \$ _____ due by _____				
Photographer – Deposit of \$ _____ due by _____				
Graphic designer – Deposit of \$ _____ due by _____				
Save-the-Date cards				
Invitations and RSVPs				
Wedding programs				
Thank-you cards				
Florist – Deposit of \$ _____ due by _____				
Band or D.J. – Deposit of \$ _____ due by _____				
Hairstylist				
Makeup artist				
Limousine/Other transportation				
Miscellaneous rentals				
– Deposit of \$ _____ due by _____				
– Deposit of \$ _____ due by _____				
– Deposit of \$ _____ due by _____				
– Deposit of \$ _____ due by _____				

Doing Ourselves	In Process	Completed
Food		
Appetizers		
Entrée(s)		
Side dishes		
Desserts		
Cake		
Drinks		
Video		
Flowers		
Bouquets and corsages		
Boutonnieres		
Floral centerpieces		
Floral decorations (ceremony)		
Floral decorations (reception)		
Music/entertainment		
Hair		





Doing Ourselves	In Process	Completed
Makeup		
Favors		
Centerpieces		
Decorations		
Items to Plan For	In Process	Completed
Wedding Bands		
His		
Hers		
Wedding Party Attire		
Bride		
Gown/Veil/Headpiece		
Shoes		
Jewelry		
Garter		
Groom and Groomsmen		
Tuxedos/Suits		
Ties		
Cuff links		
Shoes		
Bridesmaids		
Gowns		
Shoes		
Hair pieces		
Jewelry		
Flower Girl		
Gown		
Shoes		
Tiara		
Ring Bearer		
Tuxedo/Suit		
Shoes		
Ceremony supplies and decorations		
Guest book and pen		
Ring bearer pillow		
Flower girl basket		
Aisle runner		
Pew decorations		
Unity candle set/sand ceremony		
Reception Decorations		
Entrance arch/or other decoration		





Items to Plan For	In Process	Completed
Backdrops		
Lighting		
Wall decorations		
Ceiling drape (gossamer or tulle)		
Head table decorations		
Centerpieces		
Table numbers		
Chair covers and sashes		
Reception supplies (or DIY supplies to make)		
Place cards/escort cards		
Card box		
Favors		
Menus		
Tablecloths		
Silverware/plastic cutlery		
Cake serving set		
Plates		
Glassware		
Don't Forget To Do	In Progress	Completed
Finalize guest list - in time to send invitations six weeks before wedding		
Send Save-the-Date cards		
Register for gifts		
Research and meet wedding license requirements		
Purchase wedding license		
Arrange accommodations		
For out-of-town guests		
For honeymoon		
Plan rehearsal dinner		
Choose and order wedding party gifts		
Parents/grandparents		
Bridesmaids/groomsmen		
Flower girl/ring bearer		
Make a seating plan		
Fill out name change papers		
The Week Before!	In Process	Completed
Review details with all pros, vendors, and rentals		
Assure wedding party has completed ensembles		
Bride		
Groom		





The Week Before!	In Process	Completed
Bridesmaids		
Groomsmen		
Flower girl		
Ring bearer		
Bride's mother		
Groom's mother		
Bride's father		
Groom's father		
Organize cash fees and tips into envelopes		
Clergy/Officiant		
Driver(s)		
Bartender		
Musicians/D.J.		
Other:		
Pack for wedding night and honeymoon		
Arrange for mail to be held		
Gather everything for rehearsal and ceremony		
Put together a bridal emergency kit		
The Day Before!	In Progress	Completed
Give Maid of Honor and Best Man wedding bands		
Assign people to important tasks		
Marriage license to clergy/officiant		
Miscellaneous items to ceremony and reception		
Coordinate wedding party transportation		
Tips and remaining payments paid		
Rentals returned		
Get manicure and last-minute beauty treatments		
Give wedding party gifts		
Attend rehearsal and dinner		
Go to bed early		

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