MARCUS VALE PRESENTS

Wedding Day Planner Vault

~ the complete printable wedding planner ~

The Complete 12-Month System for Your Perfect Day

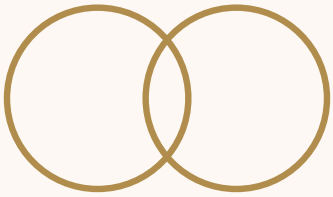
12-month countdown checklists • Full budget worksheets

Guest lists for 300+ guests • Vendor trackers & comparisons

Seating charts • Photo shot lists • Day-of timeline

Stationery tracker & guest book pages included

Plus a honeymoon mini-planner and thank-you tracker



PRINTABLE • US LETTER • WRITE, TICK, PLAN

Product code: PP-WEDDINGVAULT-01

Marcus Vale

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Product code: PP-WEDDINGVAULT-01 — Wedding Day Planner Vault,

What you MAY do with this planner:

- Use it to plan your own wedding, and print the pages as many times as you need for that wedding.
- If you are a small, independent wedding planner, you may use a printed copy of this planner with your own clients as part of your service.

What you may NOT do:

- Share, resell, or give away the digital PDF file itself.
- Upload the file to any website, marketplace, or file-sharing service.
- Sell or distribute printed copies of the planner as a standalone product.
- Claim this planner as your own original work.

Questions or support: puzzle-pout-talon@duck.com

Every couple, venue and celebration is different. Use the pages that fit your day, skip the ones that do not, and adapt the timings and checklists to your own venue's rules and your suppliers' advice.

START HERE

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A GENTLE NOTE

Print the whole book once and keep it in a binder, or print sections as you reach them. The guest list, budget and seating sections are designed to be reprinted whenever they need a fresh copy.

GETTING STARTED

How to Use This Planner

Fifteen quiet minutes now will save you hours later.

- Start with Your Wedding at a Glance (next page). Every later page refers back to those names, dates and numbers.
- Work the 12-month countdown in order. Each month fits on one page — tick items off as you finish them, and carry anything left over to the next month.
- Keep one budget worksheet per supplier category. Write quotes in pencil, ink them in when booked, and update the Budget Overview after every payment.
- Guest list pages are grouped — family, friends, colleagues, evening guests. Log each reply the day it arrives so final numbers are never a surprise.
- The vendor comparison pages hold three quotes side by side for one category, so the cheapest quote is never confused with the best value.
- Seating charts are drawn for round tables of ten, long banquet tables and a head table. Sketch in pencil; guests do move.
- Stationery tracker and guest book pages are at the back, ready to print extra copies of for the day itself.
- In the final week, hand the day-of section (and the coordinator pack, if you have it) to whoever is running the day — then let go and enjoy it.

A GENTLE NOTE

A planner is a servant, not a master. If a page does not fit your wedding — a second ceremony, a tiny guest list, a registry-office day — skip it without guilt. The day is yours.

GETTING STARTED

Your Wedding at a Glance

The facts every supplier, helper and page of this book will ask for.

Partner one: _____

Partner two: _____

Wedding date: _____

Ceremony venue: _____

Ceremony time: _____

Reception venue: _____

Reception time: _____

Officiant / registrar: _____

Colour palette: _____

Theme / style: _____

Target guest count: _____

Total budget: $ _____

The three things that matter most to us about this day:

THE 12-MONTH COUNTDOWN

12 Months To Go

Set the foundations while every date and venue is still open.

- [ ] Celebrate the engagement — then sit down and talk about the wedding you both actually want
- [ ] Agree a realistic total budget together (the Budget section starts on page 18)
- [ ] Draft a first guest list so you know roughly how many people the venue must hold
- [ ] Pick two or three possible wedding dates and check them against family diaries
- [ ] Research venues and book viewings for your favourites
- [ ] Book the venue — most popular dates go a year or more ahead
- [ ] Start a wedding folder or binder for contracts, receipts and this planner
- [ ] Talk about the style of the day: colours, season, formal or relaxed
- [ ] Look at wedding insurance and decide whether it is right for you
- [ ] Announce the engagement to family and close friends

Booked / decided this month:

11 Months To Go

Build the big picture: party, ceremony and the look of the day.

- [ ] Choose your wedding party — attendants, best man or woman, flower children, page boys
- [ ] Ask each person in person, and be clear about any costs they are expected to cover
- [ ] Decide the ceremony type (religious, civil, celebrant-led) and check booking rules
- [ ] Book the ceremony venue or registrar / officiant
- [ ] Start dress and outfit shopping — some dresses take 6-9 months to order and alter
- [ ] Research photographers and videographers; shortlist three (comparison pages, page 72)
- [ ] Set up a wedding email address or folder so quotes stay in one place
- [ ] Sketch a first seating and room plan once you know the venue layout
- [ ] Open the stationery tracker (page 138) and note save-the-date deadlines
- [ ] Enjoy being engaged — plan a date night with no wedding talk allowed

Booked / decided this month:

10 Months To Go

Book the suppliers who can only do one wedding a day.

- [ ] Book your photographer (and videographer, if you are having one)
- [ ] Book entertainment: band, DJ, string quartet or other musicians
- [ ] Book the florist and talk through seasonal flowers for your date
- [ ] Order the wedding dress / main outfit, or book tailoring appointments
- [ ] Book transport for the couple and wedding party, if needed
- [ ] Reserve a block of hotel rooms for out-of-town guests, if your venue offers it
- [ ] Order save-the-dates once the date and venue are fixed
- [ ] Start a gift list, or decide what guidance to give guests who ask
- [ ] Research cake makers and book tastings
- [ ] Update the budget overview with every confirmed booking and deposit paid

Booked / decided this month:

9 Months To Go

Details month: cake, rings and the paper goods plan.

- [ ] Order the wedding cake after your tasting
- [ ] Shop for wedding rings together — resizing and engraving take time
- [ ] Send save-the-dates (earlier if many guests must travel)
- [ ] Plan the ceremony music and readings — ideas pages start on page 116
- [ ] Book any rental items: chairs, linens, lighting, lawn games, photo booth
- [ ] Start planning the honeymoon: passports, leave from work, rough budget
- [ ] Order attendants' outfits, or agree the style and let them order
- [ ] Book hair and makeup artists and a trial date
- [ ] Draft the invitation wording: hosts, names, date, venue, reply details
- [ ] Review the guest list pages and chase any missing addresses

Booked / decided this month:

8 Months To Go

Fittings, tastings and the menu take shape.

- [ ] Finalise the menu with your caterer or venue; note dietary options
- [ ] Order invitations and day stationery (full tracker on page 138)
- [ ] Book the ceremony musicians and confirm the pieces they will play
- [ ] Have the first dress / outfit fitting
- [ ] Choose shoes and accessories; wear the shoes in around the house
- [ ] Plan the rehearsal and rehearsal dinner — who is invited, where, when
- [ ] Apply for any name-change or travel documents the honeymoon needs
- [ ] Start writing your vows or choose readings (draft pages, page 116)
- [ ] Book any childcare or pet care for the wedding day
- [ ] Check the payment tracker — which deposits fall due this month?

Booked / decided this month:

7 Months To Go

Half-way check: contracts, numbers and a breathing space.

- [ ] Re-read every supplier contract; file them with this planner
- [ ] Confirm what each supplier needs from you, and by when (final numbers, songs, timings)
- [ ] Book the wedding-night accommodation
- [ ] Order favours, or decide to skip them and note the decision here
- [ ] Plan ceremony and reception decor: make a room-by-room list (page 92)
- [ ] Start the photo shot list with your must-have family groups (page 108)
- [ ] Order guest book, card box, signage and other finishing touches
- [ ] Check passports are in date for the honeymoon (many countries need 6 months)
- [ ] Plan hen, stag or joint celebration dates with your wedding party
- [ ] Take a full weekend off from planning

Booked / decided this month:

6 Months To Go

Send the invitations and lock the running order.

- [ ] Send invitations — six months is right for destination weddings, otherwise 3-4 months is fine; follow your own timeline
- [ ] Book the final menu tasting and confirm drinks packages
- [ ] Confirm ceremony order: processional, readings, music, signing (page 88)
- [ ] Order the wedding cake final design and flavours in writing
- [ ] Buy gifts for the wedding party and parents, if you are giving them
- [ ] Arrange ceremony rehearsal date with the venue and officiant
- [ ] Start the seating plan draft — pencil only until RSVPs close (charts, page 96)
- [ ] Book any beauty treatments in the run-up (not the week before, in case of reactions)
- [ ] Check the emergency kit list (page 133) and start collecting items
- [ ] Update budget actuals against every category worksheet

Booked / decided this month:

5 Months To Go

RSVPs, fittings and honeymoon bookings.

- [ ] Log every RSVP in the guest list pages the day it arrives
- [ ] Chase early non-replies with a friendly message — final numbers drive many costs
- [ ] Book honeymoon travel and accommodation; note confirmations on page 159
- [ ] Second outfit fitting; confirm alteration dates in writing
- [ ] Choose ceremony readings and give readers their copies
- [ ] Confirm the day-of timeline draft with the venue (page 125)
- [ ] Order place cards, menus, table numbers and other day stationery
- [ ] Decide the playlist: must-play and do-not-play songs (pages 112-114)
- [ ] Arrange who transports decor, cards and gifts home after the reception
- [ ] Check travel and parking information to share with guests

Booked / decided this month:

4 Months To Go

Final numbers season: food, tables and timings firm up.

- [ ] Set the RSVP deadline clearly and start the final chase list
- [ ] Give the caterer provisional final numbers and the dietary list
- [ ] Finalise the seating plan once numbers are nearly complete
- [ ] Write place cards or send the list to your stationer / calligrapher
- [ ] Confirm flowers: bouquets, buttonholes, ceremony and table arrangements
- [ ] Buy the marriage licence paperwork or file the legal notices your area requires
- [ ] Trial hair and makeup; photograph the result to check it lasts
- [ ] Plan the getting-ready rooms, arrival times and who is where (page 129)
- [ ] Prepare tips and final payments in labelled envelopes (tracker, page 35)
- [ ] Reconfirm every booking in writing — a short email is enough

Booked / decided this month:

3 Months To Go

The home straight: speeches, vows and final fittings.

- [ ] Finish your vows and practise reading them aloud once
- [ ] Confirm speech order and rough lengths with everyone speaking (page 124)
- [ ] Final outfit fitting with shoes, veil / accessories and undergarments
- [ ] Break in wedding shoes properly — several evenings at home
- [ ] Hold the ceremony rehearsal if your venue offers it this early, or diary it for the final week
- [ ] Confirm honeymoon packing list and buy anything missing (page 160)
- [ ] Order thank-you cards so they are ready when gifts arrive (tracker, page 151)
- [ ] Agree the photography timeline: when groups happen, where, who rounds people up
- [ ] Prepare the day-of emergency contacts page (page 135) and share it with your coordinator
- [ ] Plan the morning: breakfast, hair and makeup start time, photographer arrival

Booked / decided this month:

2 Months To Go

Confirm, confirm, confirm — then start to relax.

- [ ] Confirm final guest numbers with venue and caterer; note the deadline for changes
- [ ] Final seating plan check against the venue's table sizes and room plan
- [ ] Confirm arrival and set-up times with every supplier in writing
- [ ] Deliver decor, signage and stationery to the venue if they allow early drop-off
- [ ] Prepare the coordinator handover pack (the bump pack is built for exactly this)
- [ ] Pack the emergency kit and the getting-ready bag (lists, pages 133-134)
- [ ] Write thank-you notes for any gifts already received
- [ ] Confirm who is collecting the cake, flowers and hired items after the day
- [ ] Check the weather plan B with the venue (page 94) — who decides, and by when?
- [ ] Have the hen / stag / celebration parties — close enough to enjoy, far enough to recover

Booked / decided this month:

The Final Month & Wedding Week

Small jobs, early nights, and a calm handover.

- [ ] Final confirmation call or email to every supplier: date, time, address, contact on the day
- [ ] Pack everything by box and label each box with where it goes at the venue
- [ ] Give the labelled payment envelopes and the contact sheet to your coordinator or best man / woman
- [ ] Collect the outfits; hang them somewhere safe, away from pets and cooking smells
- [ ] Ceremony rehearsal: walk the aisle, practise timings, confirm who holds the rings
- [ ] Rehearsal dinner: relax, keep speeches short, early night afterwards
- [ ] Lay out everything for the morning: outfit, shoes, jewellery, vows, rings (with their keeper)
- [ ] Charge phones and cameras; pack chargers in the overnight bag
- [ ] Early night before the wedding — no last-minute crafting marathons
- [ ] Wedding day: eat breakfast, drink water, and hand this planner to your coordinator. Enjoy it.

Booked / decided this month:

Budget Overview

One line per category. Copy the totals from each worksheet as you book — this page is your early-warning system.

Category	Budgeted $	Actual $	Difference $
Venue & Rentals			
Catering & Bar			
Photography			
Videography			
Bride's Attire			
Groom & Party Attire			
Flowers			
Decor & Styling			
Music & Entertainment			
Cake & Desserts			
Stationery & Signage			
Rings			
Hair, Makeup & Beauty			
Transport & Accommodation			
Gifts, Favours & Tips			
Legal, Officiant & Fees			
TOTAL			

- Hold back a contingency of around 5-10 percent of the total for the surprises every wedding produces.
- Typical guide shares (adjust freely): venue and catering often take 40-50 percent together; photography 10 percent; attire 8-10 percent; flowers and decor 8 percent; music 5 percent; cake 2-3 percent; stationery 2-3 percent.
- Deposits count as spent. Note every due date on the Payment Tracker (page 35) the day you sign.

BUDGET WORKSHEET

Venue & Rentals

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Venue hire fee			
Ceremony space fee			
Tables and chairs			
Linens and tableware hire			
Lighting hire			
Marquee / tent hire			
Dance floor			
Heating or fans			
Set-up / clear-down fee			
Damage deposit			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Catering & Bar

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Canapes / reception bites			
Wedding breakfast (per guest)			
Evening food			
Welcome drinks			
Wine with the meal			
Toast drinks			
Bar service / staff			
Soft drinks and water			
Cake cutting fee			
Tasting session			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Photography

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Photographer fee			
Second photographer			
Engagement shoot			
Album / prints			
Extra hours			
Travel fee			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Videography

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Videographer fee			
Highlight film			
Full ceremony film			
Drone footage			
Extra hours			
Travel fee			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Bride's Attire

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Dress			
Alterations			
Veil / headpiece			
Shoes			
Jewellery			
Undergarments			
Hair accessories			
Second outfit / evening look			
Dry cleaning after the day			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Groom & Party Attire

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Suit / outfit purchase or hire			
Alterations / tailoring			
Shoes			
Shirt, tie and accessories			
Attendants' outfits			
Flower child / page outfits			
Hire deposits			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Flowers

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Bridal bouquet			
Attendants' bouquets			
Buttonholes / boutonnieres			
Corsages			
Ceremony arrangements			
Table centrepieces			
Cake flowers			
Delivery and set-up			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Decor & Styling

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Ceremony backdrop / arch			
Aisle decor			
Table runners and candles			
Signage and welcome board			
Card box and guest book table			
Photo booth / backdrop			
Confetti			
Sparklers / send-off items			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Music & Entertainment

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Ceremony musicians			
Band			
DJ			
Sound / PA hire			
First dance arrangement			
Evening games / entertainment			
Childrens entertainer			
Music licence fee (if your venue needs one)			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Cake & Desserts

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Wedding cake			
Cake stand and knife			
Dessert table			
Sweet / candy station			
Delivery and set-up			
Extra portions for evening guests			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Stationery & Signage

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Save-the-dates			
Invitations			
RSVP cards			
Orders of service / programs			
Menus			
Place cards			
Table numbers / plan			
Thank-you cards			
Postage			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

Rings

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Ring 1			
Ring 2			
Engraving			
Resizing			
Ring box / dish			
Insurance valuation			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Hair, Makeup & Beauty

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Hair trial			
Makeup trial			
Hair on the day			
Makeup on the day			
Attendants' hair / makeup			
Nails			
Treatments before the day			
Touch-up kit			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Transport & Accommodation

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Couple's car			
Wedding party transport			
Guest shuttle / bus			
Parking			
Wedding-night room			
Rooms the night before			
Guest room contributions			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Gifts, Favours & Tips

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Favours			
Gifts for attendants			
Gifts for parents			
Gifts for each other			
Thank-you gifts for helpers			
Tips for suppliers			
Tips for venue staff			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET WORKSHEET

Legal, Officiant & Fees

Quotes in pencil, bookings in ink. The supplier column keeps every quote attached to a name.

Item	Supplier	Budgeted $	Actual $
Marriage licence / legal fees			
Officiant / celebrant fee			
Registrar fees			
Church / ceremony fees			
Copies of certificates			
Name-change documents			

Category total: Budgeted $ _____ Actual $ _____

Deposit paid: $ _____ on _____

Balance due: $ _____ by _____

BUDGET

Payment Tracker

Every deposit and balance, in due-date order. Tick the paid box only when the money has actually left your account.

Payee / supplier	Amount $	Due date	Paid date	Paid?

A GENTLE NOTE

Pay final balances a few days before the wedding wherever suppliers allow it. Labelled envelopes for on-the-day payments and tips belong with your coordinator pack, not in a handbag on the morning.

Guest List — How These Pages Work

Thirty pages of trackers follow: one system from first draft to final numbers.

- Groups: use the first pages for family, then friends, colleagues and evening-only guests. Every page works the same way, so helpers can update any of them.
- RSVP codes: A = accepted, D = declined, W = waiting. Add the date you chased a reply in the margin.
- Meal column: write the menu choice code from your caterer (for example M = meat, V = vegetarian, VG = vegan, K = kids) plus any allergy in words — caterers plan from this column.
- Table column stays blank until the seating plan firms up (page 96). When it does, copy the table number here so place cards and the table plan agree.
- Address column: postal address for invitations, or email / phone for evening invitations. Keep it current — thank-you cards use the same addresses (page 151).
- Children: mark a star beside any child so highchairs, kids meals and the evening finish time are easy to count.

A GENTLE NOTE

Final numbers usually lock 2-4 weeks before the day. The summary page at the end of this section (page 65) turns these pages into the exact figures your venue and caterer need.

Guest List 1 — Partner One's Family

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 2 — Partner Two's Family

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 3 — Partner One's Friends

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 4 — Partner Two's Friends

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 5 — Mutual Friends

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 6 — Colleagues & Work Friends

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 7 — Parents' Guests

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 8 — Neighbours & Community

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 9 — Evening Guests

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 10 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 11 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 12 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 13 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 14 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 15 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 16 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 17 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 18 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 19 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 20 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 21 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 22 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 23 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 24 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 25 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 26 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 27 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest List 28 — Guest List — Extra Pages

One guest (or household) per row. Codes: RSVP A / D / W — meal codes from your caterer.

#	Guest name	Address / contact	RSVP	Meal	Table
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Page totals: Invited _____ Accepted _____ Declined _____ Waiting _____

Meals on this page: Meat _____ Vegetarian _____ Vegan _____

Kids _____ Allergies noted _____

Guest Numbers — Final Summary

Add up every guest page here. This is the sheet you read from when the venue or caterer asks for numbers.

Group	Invited	Accepted	Meals needed
Day guests — adults			
Day guests — children			
Evening-only guests			
Wedding party & couple			
Supplier meals (band, photo…)			
TOTAL covers			

Final numbers given to venue on: _____

Given to caterer on: _____

Highchairs needed: _____

Wheelchair / access needs: _____

Allergies summary sent on: _____

Vendor Tracker — Sheet 1

Every booked supplier on one line. The detailed file for each vendor follows the comparison pages.

Category	Vendor name	Contact person	Phone	Booked? / Deposit

Rule of thumb: a vendor is only booked when you hold a signed contract or written confirmation AND the deposit shows as paid on the Payment Tracker (page 35).

Vendor Tracker — Sheet 2

Every booked supplier on one line. The detailed file for each vendor follows the comparison pages.

Category	Vendor name	Contact person	Phone	Booked? / Deposit

Rule of thumb: a vendor is only booked when you hold a signed contract or written confirmation AND the deposit shows as paid on the Payment Tracker (page 35).

VENDOR COMPARISON

Compare Three — Venue

Get every quote in writing, like for like, before you compare prices.

Criteria	Vendor A	Vendor B	Vendor C
Price (total, like for like)			
What is included			
What costs extra			
Availability on our date			
Deposit & payment terms			
Cancellation terms			
Reviews / recommendations			
Samples / tasting / portfolio			
Travel & set-up			
Our rating (1-5) & gut feel			

Vendor A name & contact: _____

Vendor B name & contact: _____

Vendor C name & contact: _____

Our choice & why: _____

VENDOR COMPARISON

Compare Three — Catering

Get every quote in writing, like for like, before you compare prices.

Criteria	Vendor A	Vendor B	Vendor C
Price (total, like for like)			
What is included			
What costs extra			
Availability on our date			
Deposit & payment terms			
Cancellation terms			
Reviews / recommendations			
Samples / tasting / portfolio			
Travel & set-up			
Our rating (1-5) & gut feel			

Vendor A name & contact: _____

Vendor B name & contact: _____

Vendor C name & contact: _____

Our choice & why: _____

VENDOR COMPARISON

Compare Three — Photography & Video

Get every quote in writing, like for like, before you compare prices.

Criteria	Vendor A	Vendor B	Vendor C
Price (total, like for like)			
What is included			
What costs extra			
Availability on our date			
Deposit & payment terms			
Cancellation terms			
Reviews / recommendations			
Samples / tasting / portfolio			
Travel & set-up			
Our rating (1-5) & gut feel			

Vendor A name & contact: _____

Vendor B name & contact: _____

Vendor C name & contact: _____

Our choice & why: _____

VENDOR COMPARISON

Compare Three — Flowers

Get every quote in writing, like for like, before you compare prices.

Criteria	Vendor A	Vendor B	Vendor C
Price (total, like for like)			
What is included			
What costs extra			
Availability on our date			
Deposit & payment terms			
Cancellation terms			
Reviews / recommendations			
Samples / tasting / portfolio			
Travel & set-up			
Our rating (1-5) & gut feel			

Vendor A name & contact: _____

Vendor B name & contact: _____

Vendor C name & contact: _____

Our choice & why: _____

VENDOR COMPARISON

Compare Three — Music & Entertainment

Get every quote in writing, like for like, before you compare prices.

Criteria	Vendor A	Vendor B	Vendor C
Price (total, like for like)			
What is included			
What costs extra			
Availability on our date			
Deposit & payment terms			
Cancellation terms			
Reviews / recommendations			
Samples / tasting / portfolio			
Travel & set-up			
Our rating (1-5) & gut feel			

Vendor A name & contact: _____

Vendor B name & contact: _____

Vendor C name & contact: _____

Our choice & why: _____

VENDOR COMPARISON

Compare Three — Cake

Get every quote in writing, like for like, before you compare prices.

Criteria	Vendor A	Vendor B	Vendor C
Price (total, like for like)			
What is included			
What costs extra			
Availability on our date			
Deposit & payment terms			
Cancellation terms			
Reviews / recommendations			
Samples / tasting / portfolio			
Travel & set-up			
Our rating (1-5) & gut feel			

Vendor A name & contact: _____

Vendor B name & contact: _____

Vendor C name & contact: _____

Our choice & why: _____

VENDOR FILE

Vendor File — Venue

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

VENDOR FILE

Vendor File — Caterer

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

VENDOR FILE

Vendor File — Photographer

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

VENDOR FILE

Vendor File — Videographer

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

VENDOR FILE

Vendor File — Florist

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

Vendor File — Band / DJ / Musicians

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

VENDOR FILE

Vendor File — Cake Maker

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

VENDOR FILE

Vendor File — Stationer

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

VENDOR FILE

Vendor File — Hair & Makeup

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

VENDOR FILE

Vendor File — Transport

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

VENDOR FILE

Vendor File — Officiant / Registrar

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

Vendor File — Rentals & Other Suppliers

One file per booked supplier. Staple the contract and final quote behind this page.

Business name: _____

Contact person: _____

Phone (day): _____

Phone (wedding day): _____

Email: _____

Address / base: _____

Arrival & set-up time: _____

Finish / collection time: _____

Money & deadlines	Details
Total agreed $	
Deposit paid $ / date	
Balance $ / due	
Final numbers due	

What they provide / agreed details:

Notes from calls & meetings:

Venue Notes & Measurements

Walk the venue with this page. Photograph every corner as you go.

Venue name & address: _____

Venue contact: _____

Room(s) we have: _____

Access from / until: _____

Guest capacity (day): _____

Guest capacity (evening): _____

Tables provided: _____

Chairs provided: _____

Dance floor size: _____

Bar location & licence until: _____

Parking: _____

Wet-weather space: _____

VENUE & PLANS

Venue Questions Checklist

Ask these before you sign — and write the answers here, not on loose paper.

- [ ] What is included in the hire fee, item by item — and what is charged extra?
- [ ] When can suppliers arrive, and when must everything be cleared?
- [ ] Are candles, sparklers and confetti allowed? Any restrictions on decor fixings?
- [ ] Who is our coordinator on the day, and when do we meet them?
- [ ] What is the wet-weather plan, who decides, and by what time?
- [ ] Sound limits, music finish time and bar licence hours?
- [ ] Corkage, outside catering and cake-cutting fees?
- [ ] Children: play areas, highchairs, baby-changing, curfews?
- [ ] Accessibility: step-free routes, accessible toilets, hearing loop?
- [ ] Power points for band / DJ / lighting — and a plan if a fuse trips?
- [ ] Where do cards and gifts get locked away during the evening?
- [ ] Final numbers deadline, and the charge for extra guests after it?

Ceremony Plan — Running Order

Agree this with your officiant and venue, then give a copy to whoever cues the music.

- [ ] **Before guests arrive**
- [ ] Room set, flowers in place, order-of-service sheets on seats
- [ ] Rings with their keeper; licence / paperwork with the officiant
- [ ] **Processional (entrance) — in order**
- [ ] Music for the entrance: _____
- [ ] **The ceremony**
- [ ] Welcome and introduction by the officiant
- [ ] Reading 1: _____ read by _____
- [ ] Vows and exchange of rings
- [ ] Reading 2 / song: _____ by _____
- [ ] Signing of the register / certificate — music: _____
- [ ] **Recessional (exit) — in order**
- [ ] Music for the exit: _____
- [ ] Confetti / photograph spot straight after: _____

CEREMONY PLAN

Readings, Promises & Special Moments

The parts of the ceremony that are yours alone. Draft the words themselves on pages 116-124.

Reading 1 — title & source: _____

Read by: _____

Reading 2 — title & source: _____

Read by: _____

Music while signing: _____

Unity / symbolic moment: _____

Who presents the rings: _____

Witnesses: _____

Children involved as: _____

Anything the officiant must avoid: _____

A GENTLE NOTE

Give every reader a printed copy of their reading on the day, even if they promise they have it. Print two spares — one always walks off.

Reception Plan — Room & Layout

Sketch the room in the box, or staple the venue's floor plan behind this page.

Room sketch: mark doors, bar, dance floor, DJ / band, cake table, gift table, head table.

Head table position: _____

Cake table position: _____

Gift & card table: _____

Guest book table: _____

Photo display / memory table: _____

Kids' corner: _____

Reception — Order of Events

The shape of the party. Times go in pencil until the venue confirms them; the detailed timeline is on page 125.

Event	Time	Who announces / cues it
Guests arrive / drinks reception		
Receiving line or welcome		
Guests seated		
Speeches (note order, page 124)		
Meal served — starters		
Meal — main course		
Meal — dessert		
Cake cutting		
First dance		
Evening guests arrive		
Evening food served		
Last dance / send-off		
Carriages / finish		

Decor Plan — Room by Room

What goes where, and who puts it there. Suppliers set their own items; this page covers everything you supply.

Ceremony room:

Drinks / entrance area:

Reception room:

Evening / dance area:

RECEPTION PLAN

Food & Drink Service Plan

Agree timings with the caterer — speeches before or after food changes the whole evening.

Canapes served at: _____

Meal starts at: _____

Courses & timings: _____

Children's meals: _____

Vegetarian / vegan count: _____

Allergy meals (names!): _____

Evening food at: _____

Cake served how / when: _____

Tea & coffee: _____

Bar opens / closes: _____

Toast drink & who pours: _____

Water on tables: _____

Weather & Backup Plan

Decide the plan B now, while it is a logistics question — not on the morning, when it feels like a disaster.

- [ ] Indoor ceremony alternative confirmed with the venue
- [ ] Who makes the call, at what time, and who tells the guests?
- [ ] Umbrellas for the couple and wedding party (clear ones photograph best)
- [ ] Cover or indoor spot for drinks reception and group photos
- [ ] Extra time allowed for travel between venues in bad weather
- [ ] Heels protectors / spare shoes for grass and gravel
- [ ] Coats, wraps and a warm layer for evening photographs
- [ ] Supplier wet-weather needs noted (musicians and electrics cannot get wet)

Our plan B, in one paragraph:

Venue Access & Contacts on the Day

Who can get in, when — and the numbers that unlock every door.

Supplier / person	Arrival time	Phone

Keyholder / opener: _____

Alarm or access notes: _____

Loading / parking for suppliers: _____

Room must be clear by: _____

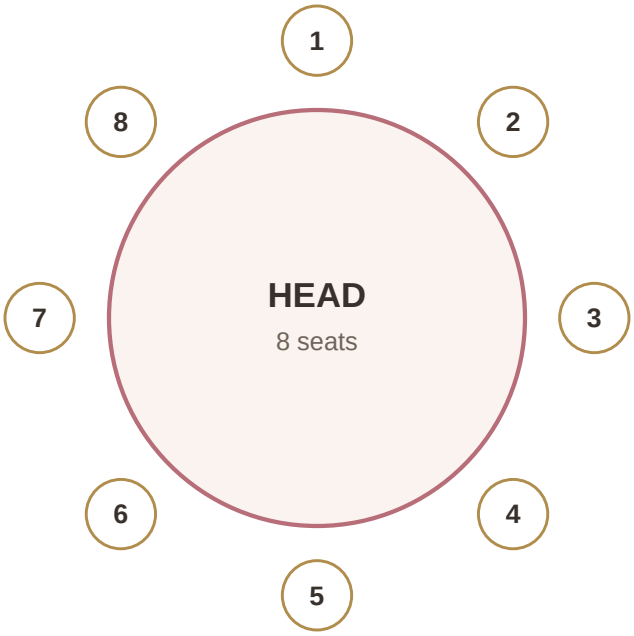
Seating — How to Plan It

The kindest seating plan mixes people who will get on, and never isolates a guest who knows nobody.

- Start from the final guest list (page 65). Everyone accepted needs a seat — including the couple, the wedding party and any supplier staying for the meal.
- Head table or sweetheart table? A head table seats the couple with parents and chief attendants; a sweetheart table seats just the two of you, with the wedding party on nearby rounds.
- Mix, don't segregate: a table of all strangers is hard work; a table of one solid group plus two friendly newcomers usually sings.
- Seat older guests away from speakers and the dance floor; seat children with their parents unless you are running a supervised kids' table.
- Note wheelchair spaces and highchairs on the chart itself — the venue sets the room from this page.
- Keep a copy of the final chart with the place cards. If a guest cancels at the last minute, close the gap by moving everyone up rather than leaving an empty seat.

Head Table

The traditional layout, with space to make it your own. Write names in the seats, then list them below.



Seat 1: _____ **Seat 5:** _____

Seat 2: _____ **Seat 6:** _____

Seat 3: _____ **Seat 7:** _____

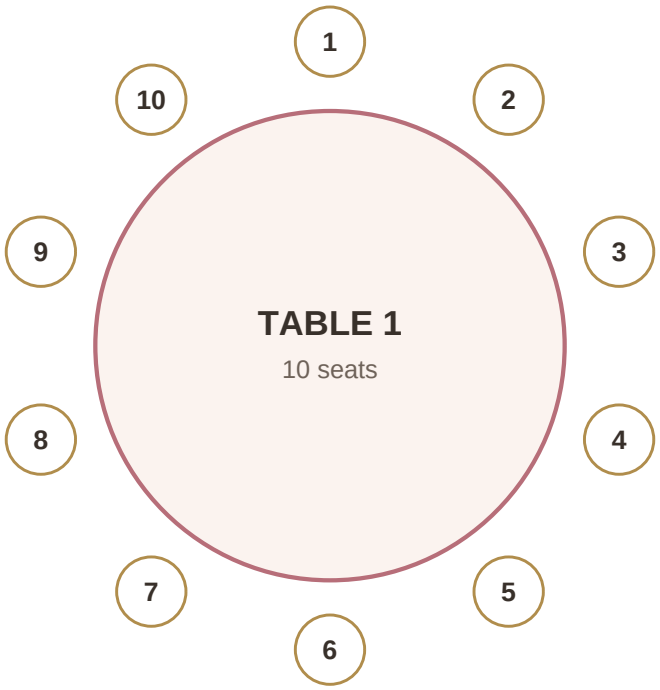
Seat 4: _____ **Seat 8:** _____

A GENTLE NOTE

Modern alternative: seat parents hosting their own tables, and join your wedding party on a round of ten. There is no wrong answer — only the one that lets you actually eat and enjoy the meal.

Round Table 1 — Seats 10

Number the seats clockwise from the seat nearest the head table.



Seat 1: _____ **Seat 6:** _____

Seat 2: _____ **Seat 7:** _____

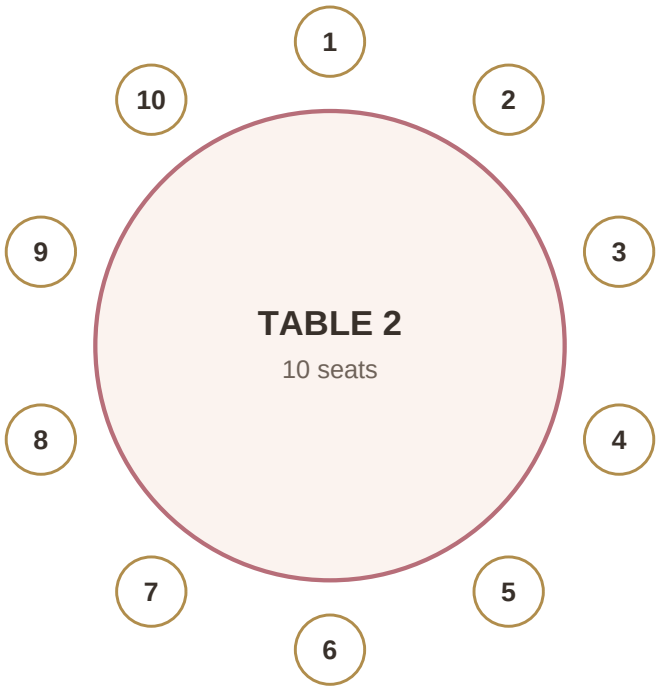
Seat 3: _____ **Seat 8:** _____

Seat 4: _____ **Seat 9:** _____

Seat 5: _____ **Seat 10:** _____

Round Table 2 — Seats 10

Number the seats clockwise from the seat nearest the head table.



Seat 1: _____ **Seat 6:** _____

Seat 2: _____ **Seat 7:** _____

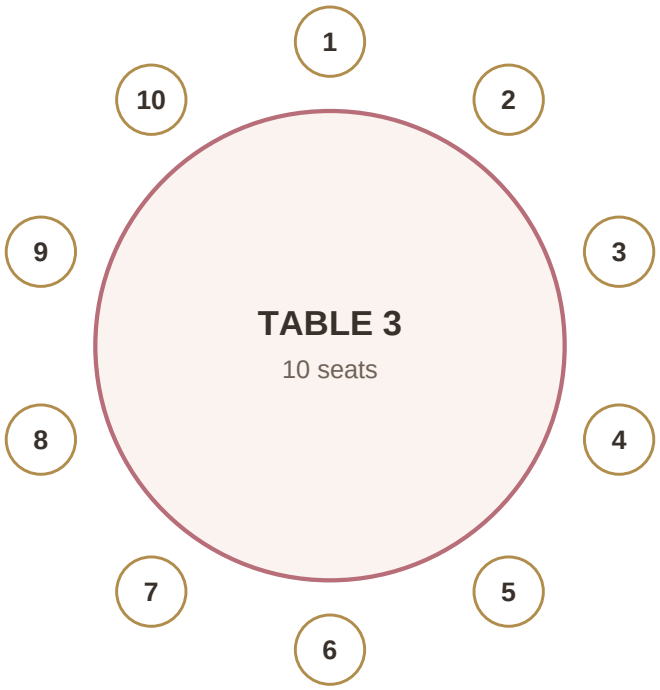
Seat 3: _____ **Seat 8:** _____

Seat 4: _____ **Seat 9:** _____

Seat 5: _____ **Seat 10:** _____

Round Table 3 — Seats 10

Number the seats clockwise from the seat nearest the head table.



Seat 1: _____ **Seat 6:** _____

Seat 2: _____ **Seat 7:** _____

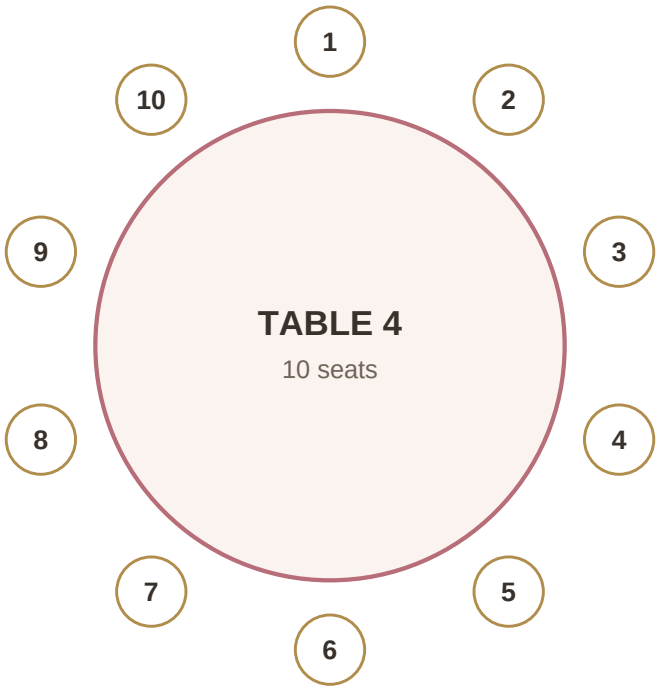
Seat 3: _____ **Seat 8:** _____

Seat 4: _____ **Seat 9:** _____

Seat 5: _____ **Seat 10:** _____

Round Table 4 — Seats 10

Number the seats clockwise from the seat nearest the head table.



Seat 1: _____ **Seat 6:** _____

Seat 2: _____ **Seat 7:** _____

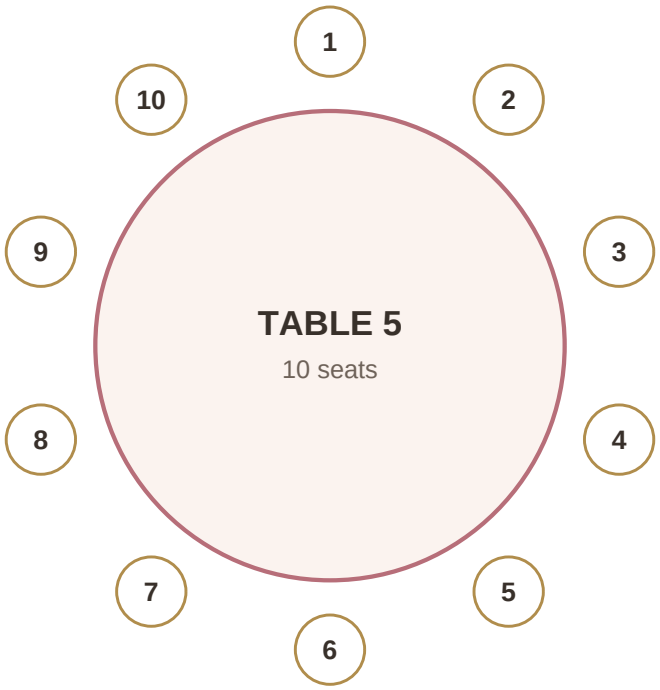
Seat 3: _____ **Seat 8:** _____

Seat 4: _____ **Seat 9:** _____

Seat 5: _____ **Seat 10:** _____

Round Table 5 — Seats 10

Number the seats clockwise from the seat nearest the head table.



Seat 1: _____ **Seat 6:** _____

Seat 2: _____ **Seat 7:** _____

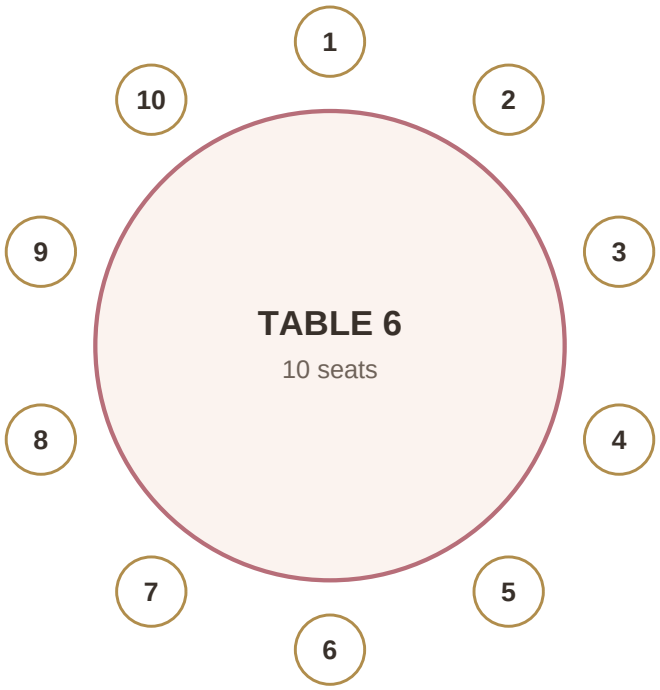
Seat 3: _____ **Seat 8:** _____

Seat 4: _____ **Seat 9:** _____

Seat 5: _____ **Seat 10:** _____

Round Table 6 — Seats 10

Number the seats clockwise from the seat nearest the head table.



Seat 1: _____ **Seat 6:** _____

Seat 2: _____ **Seat 7:** _____

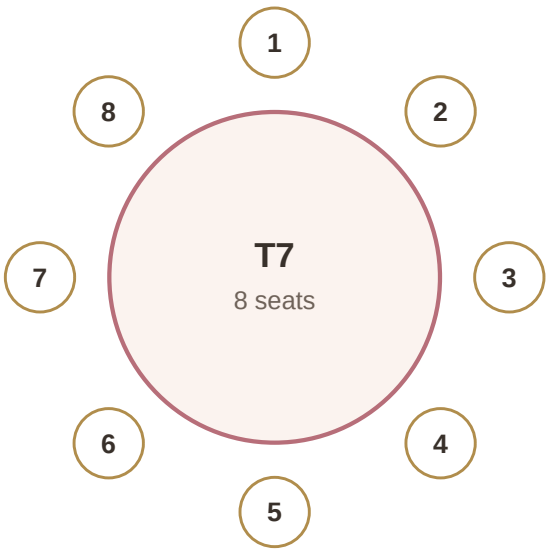
Seat 3: _____ **Seat 8:** _____

Seat 4: _____ **Seat 9:** _____

Seat 5: _____ **Seat 10:** _____

Round Tables 7 & 8 — Seats 8 Each

Two smaller rounds — good for children with minders, colleagues, or evening-turned-day guests.



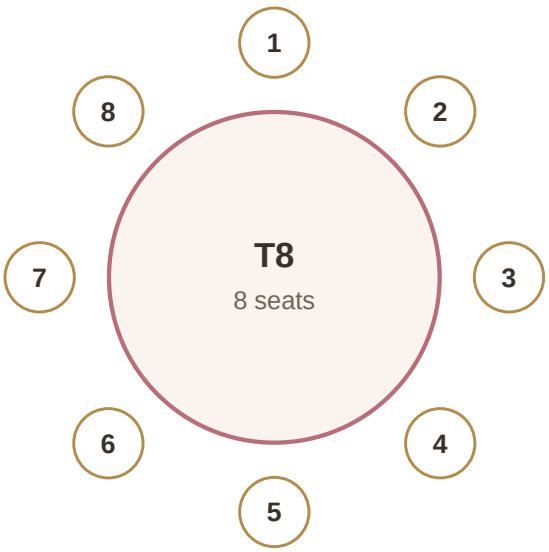


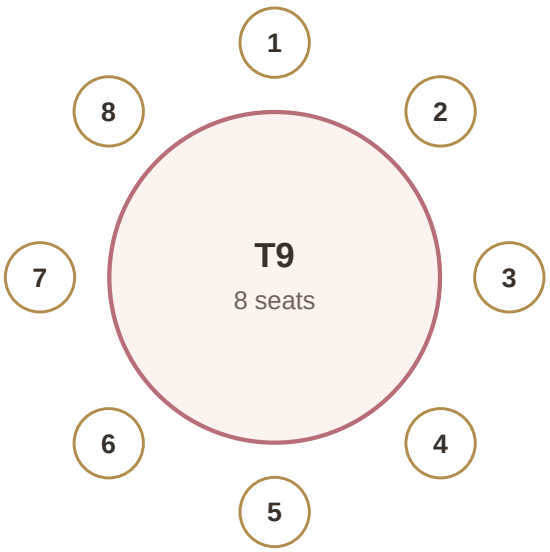
Table 7 names:

Table 8 names:

SEATING CHARTS

Round Tables 9 & 10 — Seats 8 Each

Two smaller rounds — good for children with minders, colleagues, or evening-turned-day guests.



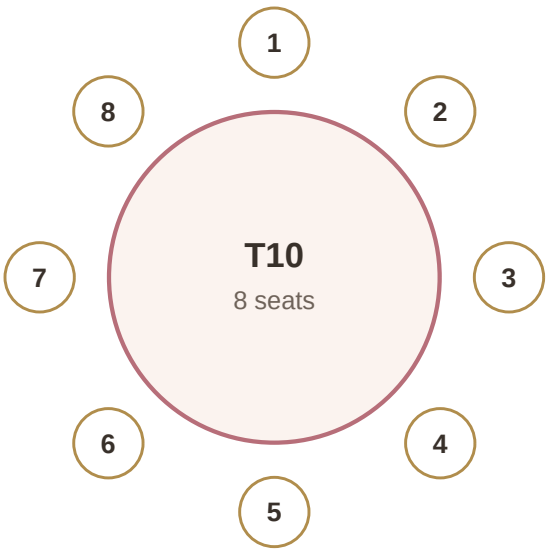
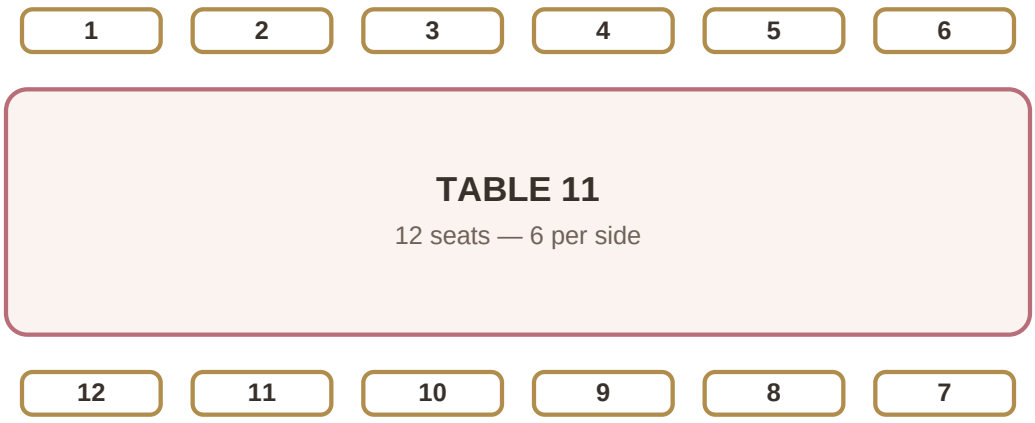


Table 9 names:

Table 10 names:

Long Banquet Table 11 — Seats 12

Six seats a side. Alternate guests who know each other with guests they will enjoy meeting.



Seat 1: _____ **Seat 7:** _____

Seat 2: _____ **Seat 8:** _____

Seat 3: _____ **Seat 9:** _____

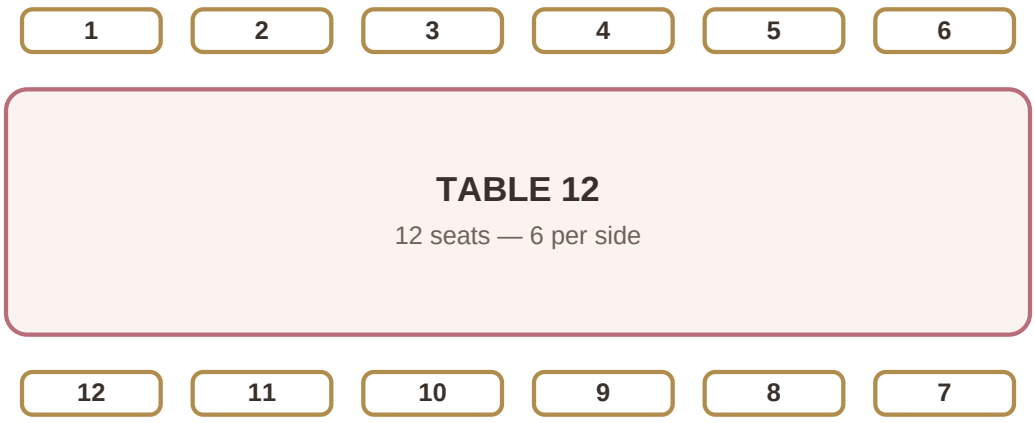
Seat 4: _____ **Seat 10:** _____

Seat 5: _____ **Seat 11:** _____

Seat 6: _____ **Seat 12:** _____

Long Banquet Table 12 — Seats 12

Six seats a side. Alternate guests who know each other with guests they will enjoy meeting.



Seat 1: _____

Seat 2: _____

Seat 3: _____

Seat 4: _____

Seat 5: _____

Seat 6: _____

Seat 7: _____

Seat 8: _____

Seat 9: _____

Seat 10: _____

Seat 11: _____

Seat 12: _____

PHOTOGRAPHY

Photo Shot List — Family Groups

Agree this list with your photographer before the day, and appoint one loud, organised person to gather each group.

- [ ] Couple with partner one's parents
- [ ] Couple with partner two's parents
- [ ] Couple with both sets of parents
- [ ] Couple with partner one's whole family
- [ ] Couple with partner two's whole family
- [ ] Couple with siblings (both sides)
- [ ] Couple with grandparents
- [ ] Couple with godparents / special relatives
- [ ] Everyone — the full guest group photograph
- [ ] Each family table group, if time allows

Shots to add of our own:

PHOTOGRAPHY

Photo Shot List — Couple & Wedding Party

These are the frames that end up on walls. Golden hour (an hour before sunset) is worth stealing away for.

- [ ] The couple — formal portraits, three locations
- [ ] The couple — relaxed, walking, laughing
- [ ] Bride / partner one with attendants
- [ ] Groom / partner two with attendants
- [ ] Whole wedding party together
- [ ] Couple with flower children and page boys
- [ ] Couple with best man / woman and chief attendant
- [ ] Rings, bouquet and buttonhole details with hands
- [ ] Couple at the ceremony venue doorway
- [ ] Couple at sunset / golden hour
- [ ] Couple with the car
- [ ] Night photograph — sparklers or venue lights

Shots to add of our own:

PHOTOGRAPHY

Photo Shot List — Ceremony & Reception Moments

The story of the day, in order. Give this page to your photographer and videographer.

- [ ] Getting ready — details and candid moments
- [ ] The dress / outfits hanging, shoes, jewellery, invitations flat-lay
- [ ] Venue dressed and empty, before guests arrive
- [ ] Guests arriving
- [ ] The entrance / processional
- [ ] Reactions during the vows
- [ ] Exchange of rings
- [ ] The first kiss and signing
- [ ] Confetti / exit photograph
- [ ] Speeches — speakers and reactions
- [ ] Cake cutting
- [ ] First dance
- [ ] Evening party and last dance

Shots to add of our own:

Photography — Plan & Notes

Twenty unhurried minutes of portraits beat an hour of herding. Who gathers each group matters more than the list itself.

Photographer arrival: _____

Group-photo wrangler (name!): _____

Group photos location: _____

Golden hour / sunset time: _____

Rain plan for portraits: _____

Must-avoid shots / sensitivities: _____

Family situations to handle gently: _____

Album choices due: _____

Online gallery link: _____

Music — Ceremony

Copies of this page go to the musicians, the venue and whoever presses play.

While guests are seated (15-20 minutes of music)

Entrance / processional piece

Hymns or songs during the ceremony (titles and verses)

While the register is signed (2-3 pieces)

Exit / recessional piece

Who cues each piece, and how (nod, eye contact, officiant's words)

Music — Drinks Reception & Dinner

Background level: guests should talk over it without raising their voices.

Drinks reception playlist theme or live set

Dinner background playlist

Song for being announced into the room

Music under the speeches? (Usually none — note the agreement)

Cake-cutting song

Any songs with family meaning to weave in

Music — The Party: Must-Play & Do-Not-Play

Give both lists to the band or DJ in writing, a week ahead.

First dance song — and the exact version / edit

Father / mother dance, if any

Five songs that always fill our floor

Songs for the wedding party / friendship groups

The last song of the night

DO NOT PLAY list — write it plainly, no hints

MUSIC

DJ / Band Cue Sheet & Announcements

One page for the person with the microphone. Attach it to the day-of timeline.

Announce couple in as (exact words): _____

Speech introductions (names, order): _____

First dance announcement: _____

Bouquet toss? Time & wording: _____

Evening guests welcome: _____

Last dance & goodnight wording: _____

Names that are hard to pronounce: _____

Topics / names to never mention: _____

Music off / venue curfew: _____

Writing Your Vows — Prompts That Work

Aim for 150-300 spoken words (about 1-2 minutes). Say them aloud once — vows live in the ear, not on the page.

- Open with a true, small moment: how you met, the moment you knew, an ordinary day that shows who you two are.
- Name two or three things you love about them — specific beats grand. 'You make tea when I am sad' outlasts 'you are my everything'.
- Make real promises: a few you can keep daily, plus one joyful or funny promise you mean completely.
- Close by naming the future plainly: growing old, the house, the adventures, the ordinary Tuesdays.
- Avoid: inside jokes nobody else understands, promises you cannot keep, and anything that embarrasses them in front of their grandmother.
- Agree the tone with each other (both heartfelt, both light touches of humour) and swap drafts with one trusted reader each — not with each other.

Vows — Partner One (First Draft)

Messy is fine. This draft is for finding the words, not for the ceremony copy.

Vows — Partner One (Final Copy)

Write the ceremony copy here, large and clear. Practise from this page, then copy it onto a card for the day.

Vows — Partner Two (First Draft)

Messy is fine. This draft is for finding the words, not for the ceremony copy.

Vows — Partner Two (Final Copy)

Write the ceremony copy here, large and clear. Practise from this page, then copy it onto a card for the day.

Speech Notes — Best Man / Best Woman

Five minutes is plenty. Thank the hosts, tell one warm story, toast the couple. Notes for the speaker — offer them this page.

Opening line / how I know the couple:

The story (one story, told well):

What I admire about them as a couple:

Thank-yous I must not forget:

The toast — final line:

Speech Notes — Chief Attendant / Maid of Honour

Five minutes is plenty. Thank the hosts, tell one warm story, toast the couple. Notes for the speaker — offer them this page.

Opening line / how I know the couple:

The story (one story, told well):

What I admire about them as a couple:

Thank-yous I must not forget:

The toast — final line:

Speech Notes — Parents & Other Speakers

Five minutes is plenty. Thank the hosts, tell one warm story, toast the couple. Notes for the speaker — offer them this page.

Opening line / how I know the couple:

The story (one story, told well):

What I admire about them as a couple:

Thank-yous I must not forget:

The toast — final line:

Speeches — Running Order & Toasts

Agree the order with the venue and caterer — speeches move the meal, and the meal moves the evening.

Order	Speaker	Rough length	Introduced by
1			
2			
3			
4			
5			
6			

Master of ceremonies: _____

Microphone / PA arranged with: _____

Water & glasses for speakers: _____

Any speaker who needs the text checked first: _____

Day-Of Timeline — Morning & Getting Ready

Fill the time column in pencil with your venue's confirmed times, then hand this section to your coordinator.

Time	What happens	Notes / who
	Wake / breakfast	Everyone eats. No exceptions, no champagne-only starts.
	Hair & makeup begin	Order agreed with the artist — the couple usually go last for hair, first for finishing touches.
	Photographer arrives	Details first: outfits, shoes, rings, invitations.
	Flowers delivered	Check bouquets and buttonholes against the florist list.
	Attendants dressed	Then help the couple dress — photographs of this are keepers.
	Cars arrive	Drivers confirm route, order of cars and return plan.
	Leave for the ceremony	Build in 15 spare minutes. Take the emergency kit and this planner.

Extra timings of our own:

Day-Of Timeline — Ceremony

Fill the time column in pencil with your venue's confirmed times, then hand this section to your coordinator.

Time	What happens	Notes / who
	Suppliers in place	Musicians, officiant, venue team ready before doors open.
	Guests seated	Ushers show guests to sides / anywhere, per your plan.
	Wedding party lines up	Rings, vows cards and readings all checked present.
	Processional	Cue from page 88 — music starts on the agreed signal.
	The ceremony	Sit, breathe, look at each other. It goes quickly.
	Signing & photographs	Witnesses ready; music covers the pause.
	Recessional & confetti	Straight to the agreed photograph spot.

Extra timings of our own:

Day-Of Timeline — Reception

Fill the time column in pencil with your venue's confirmed times, then hand this section to your coordinator.

Time	What happens	Notes / who
	Drinks reception	Group photographs happen here — wrangler works from page 108.
	Couple portraits	Steal 20 minutes while guests are happily occupied.
	Guests called to seats	MC or venue coordinator; allow a full 15 minutes.
	Speeches	Order from page 124. Water for speakers.
	The meal	The couple eat first if service allows — you will be in demand afterwards.
	Cake cutting	Cue song from page 113; knife and plates ready.
	Evening guests arrive	Greet them early in the evening if you can.

Extra timings of our own:

Day-Of Timeline — Evening & Close

Fill the time column in pencil with your venue's confirmed times, then hand this section to your coordinator.

Time	What happens	Notes / who
	First dance	Band / DJ cue from page 115. Photographer in position.
	Party	Your only job now is to be on the dance floor.
	Evening food	Announced by the MC so nobody misses it.
	Bouquet toss (optional)	Only if you want it — note the time here.
	Last dance & goodnight	Song agreed on page 113.
	Cards & gifts secured	Named person moves them to the locked room / car.
	Clear-down crew	Who takes decor, cake and leftovers — names on page 131.

Extra timings of our own:

Getting Ready — Partner One's Party

Post this page where you are getting ready. Times in pencil, names in ink.

Getting ready at (address): _____

Be ready by: _____

Hair — order & times: _____

Makeup — order & times: _____

Who helps me dress: _____

Buttonholes / accessories with: _____

Car — time & driver: _____

Bag packed (page 133 list): _____

Phone charged & given to: _____

Vows / speech copy carried by: _____

Getting Ready — Partner Two's Party

Post this page where you are getting ready. Times in pencil, names in ink.

Getting ready at (address): _____

Be ready by: _____

Hair — order & times: _____

Makeup — order & times: _____

Who helps me dress: _____

Buttonholes / accessories with: _____

Car — time & driver: _____

Bag packed (page 133 list): _____

Phone charged & given to: _____

Vows / speech copy carried by: _____

Roles & Responsibilities

Every job has one named owner. If a job has two names, it has none.

Job	Name
Overall coordinator on the day	
Holder of this planner & timelines	
Rings keeper	
Payment envelopes & tips	
Group-photo wrangler	
Guest book & card box watcher	
Emergency kit carrier	
Driver / car coordinator	
Children minder contact	
End-of-night clear-down lead	
Cake & leftovers collector	
Next-morning venue check	

Transport & Movements Plan

Who travels, in which car, at what time — there and back.

Who	From — To	Time	Car / driver

Return journeys arranged: _____

Taxi numbers for guests: _____

Parking notes for guests: _____

EMERGENCY KIT

Emergency Kit — Couple & Wedding Party

Pack it the week before, in one labelled bag that travels with you all day.

- [ ] Sewing kit with thread in your colours
- [ ] Safety pins (assorted sizes)
- [ ] Fashion / dress tape
- [ ] Clear nail polish (stops hosiery ladders)
- [ ] Plasters / bandages
- [ ] Pain relief and any personal medication
- [ ] Antihistamine tablets
- [ ] Blister plasters
- [ ] Lip balm and lipstick for touch-ups
- [ ] Powder / blotting sheets
- [ ] Hair grips, bands and a small brush
- [ ] Spare earring backs
- [ ] Breath mints
- [ ] Tissues
- [ ] Stain-remover wipes
- [ ] White chalk (covers scuffs on white fabric)
- [ ] Small scissors
- [ ] Phone charger / power bank
- [ ] Water and a straw (drinks without smudging makeup)
- [ ] Flat shoes for later

Emergency Kit — Venue & Just-in-Case Box

This box lives at the venue. Ask the coordinator where it is stored at set-up.

- [ ] Spare printed timelines and contact sheets (3 copies)
- [ ] Pens, marker, scissors, tape (clear and gaffer)
- [ ] Cable ties and string
- [ ] Matches / lighter for candles (if the venue allows flames)
- [ ] Spare batteries for microphones and fairy lights
- [ ] Extension lead and phone chargers
- [ ] First aid kit (venue's own location noted here too)
- [ ] Umbrellas — at least two large ones
- [ ] Sun cream and insect repellent (outdoor venues)
- [ ] Allergy medication noted for named guests, with their permission
- [ ] Spare place cards, table numbers and a blank seating chart
- [ ] Envelopes for supplier payments and tips (from page 35)
- [ ] A printed copy of every contract's key page
- [ ] Water, snacks and straws for the wedding party
- [ ] Sewing kit, pins and stain wipes (second set)

Box is stored at: _____

Key / access held by: _____

Emergency Contacts — Wedding Day Directory

Complete this page, photocopy it for your coordinator and wedding party leads, and keep the original here.

Role / name	Phone	Backup person / number

Roles to include: couple, coordinator, venue, caterer, florist, photographer, band / DJ, cake maker, cars, hair & makeup, officiant, nearest taxi company, venue caretaker.

CONTACTS

Supplier Quick-Call Sheet

The one page to grab when anything runs late. Arrival times from the vendor files (pages 74-85).

Supplier	Phone	Arrival due	Arrived? (tick)

EMERGENCY KIT

Quick Fixes — When Something Goes Wrong

Most wedding problems are small, fixable and forgotten by dinner. Work this list before worrying.

- Rain arrives: switch to the plan on page 94. Group photos move indoors or under cover; golden-hour portraits can happen at dusk between showers.
- A supplier is late: coordinator calls once, then re-orders the timeline around them. Guests notice late food far less than a stressed couple.
- A guest is unwell: venue first-aider, water, fresh air, and a taxi home if needed. Note any incident for the venue.
- Dress or outfit mishap: emergency kit (page 133) — pins, tape, chalk and stain wipes solve most of them in five minutes.
- Cake leans or melts: move it to the coolest room, photograph it early, and ask the caterer about a rescue trim. It will still taste wonderful.
- Power or music failure: venue checks the fuse box; the getting-ready playlist on a phone plus a portable speaker covers the gap.
- Someone is upset or a family moment gets tense: coordinator or best man / woman quietly moves the moment along. It is their whole job today.
- You feel overwhelmed: five minutes alone together, water, food. The day slows down the moment you do.

Stationery Tracker — Overview

The paper trail of the wedding, in one place. Quantities include spares — always order spares.

Item	Qty needed	Ordered (date)	Received?	Spares
Save-the-dates				
Invitations				
RSVP cards				
Orders of service / programs				
Menus				
Place cards				
Table numbers & plan				
Thank-you cards				

Stationer / printer: _____

Design / suite name: _____

Paper & colours: _____

Proof approved on: _____

Reprint contact: _____

Stationery — Save-the-Dates & Invitations

Tick each line when it is in the labelled venue box, not just ordered.

Design chosen: _____

Wording approved by: _____

Proof checked by (two people!): _____

Ordered on / quantity: _____

Posted on: _____

RSVP deadline printed: _____

Website / details card included: _____

Spare invitations kept: _____

Notes:

Stationery — Day Stationery — Ceremony & Tables

Tick each line when it is in the labelled venue box, not just ordered.

Orders of service quantity: _____

Menus quantity: _____

Place cards written / printed: _____

Table numbers made: _____

Seating plan displayed how: _____

Reserved / reserved-seat signs: _____

Confetti cones / packets: _____

Anything collected after the day: _____

Notes:

Stationery — Signage & Finishing Touches

Tick each line when it is in the labelled venue box, not just ordered.

Welcome sign: _____

Order-of-the-day sign: _____

Bar / drinks signs: _____

Guest book sign: _____

Card box sign: _____

Photo / hashtag sign: _____

Reserved parking signs: _____

Easels / stands / frames from: _____

Notes:

Stationery — Wording Checklist

The words guests actually read. Check names, dates and times twice — then have someone else check them again.

- [ ] Both names spelled exactly as you want them everywhere
- [ ] Date written in full, day of the week correct
- [ ] Ceremony time is the arrival time guests need (doors time, not start time — be clear which)
- [ ] Venue names and postcodes / addresses correct
- [ ] RSVP date, method and meal choices requested
- [ ] Dress code guidance in plain words
- [ ] Gift guidance (list details, or a kind note) included once, politely
- [ ] Travel, parking and taxi information
- [ ] Children wording: invited, or adults-only explained kindly
- [ ] Evening invitation has its own arrival time and finish time

Guest Book — A Note to Our Guests

Print this page at the front of the loose guest-book pages, or copy the words onto a sign for the guest-book table.

Thank you for being here — for travelling, dressing up, dancing badly and celebrating with us.

Please sign a page before the night ends: your name, how you know us, and — if you would like — one piece of advice, one memory, or one wish for our future. Funny is welcome. Honest is treasured. We will read every word on our first anniversary, and again on our tenth.

- ☐ Guest book and good pens (test them — biros skip on glossy paper)
- ☐ Sign pointing guests to the book
- ☐ A named person to remind guests during the evening
- ☐ Loose pages and book go home with: (name) _____

Guest Book — Signatures & Messages 1

Your name, how you know the couple, and a wish, memory or piece of advice.

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Guest Book — Signatures & Messages 2

Your name, how you know the couple, and a wish, memory or piece of advice.

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Guest Book — Signatures & Messages 3

Your name, how you know the couple, and a wish, memory or piece of advice.

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Guest Book — Signatures & Messages 4

Your name, how you know the couple, and a wish, memory or piece of advice.

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Guest Book — Signatures & Messages 5

Your name, how you know the couple, and a wish, memory or piece of advice.

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Name: _____ **You know us from:** _____

Advice for the Newlyweds 1

The best marriage advice you were ever given — or wish you had been.

From: _____

From: _____

From: _____

Advice for the Newlyweds 2

The best marriage advice you were ever given — or wish you had been.

From: _____

From: _____

From: _____

Thank-You Cards — How It Works

A short, specific note beats a grand late one. Aim to send every card within three months of the wedding.

- Log every gift in the Gift Log (pages 155-156) the day it arrives or the day after the wedding — memory fades fast.
- Name the gift in the card and say what you will do with it or how it will be used. One genuine sentence is the whole recipe.
- Guests who gave money: thank them for their generosity and name what it will go towards — the honeymoon, the house, the garden bench.
- Thank helpers and suppliers too: the reader, the driver, the neighbour who collected the post. The wording ideas on this page will get you started.
- Work the tracker pages in order after the wedding; tick the Sent column only when the card is actually in the post.

Wording starters (make them your own):

- "Thank you for celebrating with us — and for the beautiful _____. It has already found its home on our _____."
- "Your generous gift towards our _____ means the world. Expect a photograph of it in action."
- "Thank you for the dancing, the laughter and for travelling so far to be with us."

Thank-You Card Tracker 1

One row per household. Card written and card sent are different columns on purpose.

Guest / household	Gift	Card written?	Sent (date)	Notes

Thank-You Card Tracker 2

One row per household. Card written and card sent are different columns on purpose.

Guest / household	Gift	Card written?	Sent (date)	Notes

Thank-You Card Tracker 3

One row per household. Card written and card sent are different columns on purpose.

Guest / household	Gift	Card written?	Sent (date)	Notes

Gift Log 1

Every gift, who it came from, and anything to remember about it (exchanges, duplicates, where it lives now).

Gift	From	When received	Notes

Gift Log 2

Every gift, who it came from, and anything to remember about it (exchanges, duplicates, where it lives now).

Gift	From	When received	Notes

Honeymoon at a Glance

The first trip of the marriage gets its own mini-planner — same system, smaller book.

Destination(s): _____

Travel dates: _____

Booked through: _____

Flights / travel: _____

Hotel(s): _____

Total honeymoon budget: $ _____

Spending money plan: _____

Passports checked (dates): _____

Insurance policy number: _____

Emergency contact at home: _____

Destination Research — Compare Three

Compare like for like: the cheapest headline price is rarely the cheapest trip.

Criteria	Option A	Option B	Option C
Total cost (travel + stay)			
Travel time & changes			
Weather in our dates			
What we would do there			
Food & local costs			
Visas / documents needed			
Restful or adventurous?			
Our rating (1-5)			

Our choice & why:

Honeymoon Booking Tracker

Every booking, confirmation and balance — the honeymoon version of the payment tracker.

Booking	Provider	Confirmation ref.	Balance due	Paid?

Keep confirmation emails in the wedding email folder, and screenshot every booking reference before you travel.

Honeymoon Packing — Partner One & Shared

Tick as it goes in the case. Pack documents and one change of clothes in hand luggage, always.

- [ ] Passports and any visas
- [ ] Booking confirmations (offline copies)
- [ ] Payment cards plus a backup card kept separately
- [ ] Phone chargers and adapters for the destination
- [ ] Medication and a small first-aid kit
- [ ] Sun cream / weather gear for the destination
- [ ] One smart outfit for a special dinner
- [ ] Swimwear / activity gear
- [ ] Toiletries in travel sizes
- [ ] Entertainment: book, headphones, downloads
- [ ] A small day bag for excursions
- [ ] Copies of insurance documents
- [ ] Wedding outfit for a photo, if you are taking one
- [ ] Snacks and water bottle for travel days

Honeymoon Packing — Partner Two & Extras

Tick as it goes in the case. Pack documents and one change of clothes in hand luggage, always.

- [ ] Passports and any visas
- [ ] Booking confirmations (offline copies)
- [ ] Payment cards plus a backup card kept separately
- [ ] Phone chargers and adapters for the destination
- [ ] Medication and a small first-aid kit
- [ ] Sun cream / weather gear for the destination
- [ ] One smart outfit for a special dinner
- [ ] Swimwear / activity gear
- [ ] Toiletries in travel sizes
- [ ] Entertainment: book, headphones, downloads
- [ ] A small day bag for excursions
- [ ] Copies of insurance documents
- [ ] Wedding outfit for a photo, if you are taking one
- [ ] Snacks and water bottle for travel days

Honeymoon Itinerary — Days 1 & 2

Plan loosely: one anchor activity a day, and room to do nothing beautifully.

Day 1 Date: _____ Staying at: _____

Day 2 Date: _____ Staying at: _____

Honeymoon Itinerary — Days 3 & 4

Plan loosely: one anchor activity a day, and room to do nothing beautifully.

Day 3 Date: _____ Staying at: _____

Day 4 Date: _____ Staying at: _____

Honeymoon Itinerary — Days 5 & 6

Plan loosely: one anchor activity a day, and room to do nothing beautifully.

Day 5 Date: _____ Staying at: _____

Day 6 Date: _____ Staying at: _____

Honeymoon Budget Worksheet

Set the number before you go, then spend it without a spreadsheet on the beach.

Item	Budgeted $	Actual $
Travel (flights / trains / car)		
Accommodation		
Food & drink		
Activities & excursions		
Local transport		
Shopping & souvenirs		
Insurance & documents		
Contingency		

Honeymoon total: Budgeted $ _____ Actual $ _____

Travel Documents & Final Checks

The boring page that saves the trip. Work it a week before you leave, not at the airport.

- [ ] Passports valid for the destination's rules (often 6 months beyond return)
- [ ] Visas / entry forms completed
- [ ] Travel insurance bought and documents saved offline
- [ ] Flight / train check-in done; seats chosen
- [ ] Hotel arrival time confirmed; late arrival explained if needed
- [ ] Bank told about travel (cards sometimes block foreign use)
- [ ] Home: post held, neighbours told, plants and pets arranged
- [ ] Out-of-office and wedding thank-you cards started (page 151)
- [ ] Copies of documents left with the emergency contact at home

Honeymoon — Dreams & Notes

The unplanned page: restaurants friends swear by, the beach someone mentioned, the market on Thursdays.

Homecoming — The First Week Back

Land gently. The wedding is done; these small jobs close it with grace.

- [ ] Collect remaining items from the venue (decor, cards, cake) within their deadline
- [ ] Return hired items and claim deposits back
- [ ] Open cards and gifts together; finish the Gift Log (pages 155-156)
- [ ] Write thank-you cards in short daily batches (tracker, page 152)
- [ ] Freeze the top tier of the cake, if you are keeping it
- [ ] Preserve the bouquet / outfits — cleaning and storage arranged
- [ ] Choose and order photographs while the day is fresh
- [ ] Start name-change paperwork if either of you is changing names
- [ ] Move wedding money: pay any final balances, close the wedding account or keep it for anniversaries
- [ ] Book a date one month from the wedding — dinner, no planning allowed

Notes — Ideas & Inspiration

Date each entry — future you will thank present you.

Notes — Questions for Suppliers

Date each entry — future you will thank present you.

Notes — Things to Buy & Borrow

Date each entry — future you will thank present you.

Notes — Decisions Log

Date each entry — future you will thank present you.

Notes — Guest & Family Matters

Date each entry — future you will thank present you.

Notes — Ceremony Thoughts

Date each entry — future you will thank present you.

Notes — Reception Thoughts

Date each entry — future you will thank present you.

Notes — Money Notes

Date each entry — future you will thank present you.

Notes — Names, Numbers & Codes

Date each entry — future you will thank present you.

Notes — After the Wedding

Date each entry — future you will thank present you.

Notes — Spare Page

Date each entry — future you will thank present you.

Keep Going!

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Thank you for planning with us — have a wonderful wedding day!

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