

Wedding Workbook

Wedding Journal understands that it's not everyday you organise a wedding so we have put together this unique 6-page workbook to help you on your way to making your dream day a reality. You'll find worksheets to help you plan and organise all the key parts of your wedding - from the budget and the guest list, to the music and tableplan. Take a look at the timeline below and begin by setting deadlines for yourself. Less than six months to get the job done? Don't panic, just keep a clear head and get started

Wedding Countdown

Just engaged

- Tell family and friends
- Visit the minister or registrar and set a date
- Set a budget and decide who is doing what
- Start the search for your perfect dress
- Visit possible venues and talk to caterers
- Research cars, photographer and videographer
- Start a beauty regime for skin and hair
- Register one or more gift lists to cover engagement and wedding presents

2 months to go

- Finalise the honeymoon, check your passport and get a visa and injections if needed
- Post invitations
- Finalise hairstyle options with your hairdresser
- Send thank-you letters when you receive presents
- Re-confirm all bookings
- Book your first night hotel
- Book make-up artist for the day

6 months to go

- Finalise your reception venue and caterer
- Reserve your reception venue and caterer
- Book cars, photographer and videographer
- Choose a florists and discuss flowers, colours, style and budget
- Order wedding stationery
- Choose your cake maker
- Order your wedding dress and bridesmaid dresses

1 month to go

- Tell family and friends
- Arrange the hen and stag parties
- Finalise guest list and notify reception/caterers of final numbers
- Work out a seating plan
- Visit possible venues and talk to caterers
- If you're changing your surname notify your bank, passport office etc
- Buy the certificate or licence from the registrar

3 months to go

- If marrying in a registry office, confirm your booking now
- Update your gift list
- Choose your wedding bands
- Arrange order of service and select hymns
- Finalise menu with caterers
- Organise dress fittings
- Go for a hair trial
- Order outfits for groom & grooms party
- Choose shoes, lingerie and jewellery

1 week left

- Start wearing your wedding shoes
- Arrange a rehearsal at the church/venue
- Have a final manicure, pedicure and treat yourself to a massage
- Ensure groom, best man and Dad have written their speeches
- Double check your outfit is complete
- Pack an "emergency kit" containing things like spare hose, sewing supplies, aspirin, etc. to take with you to the wedding
- Pack for the honeymoon
- Buy travellers checks/foreign currency
- Congratulate yourself on a job well done!



Budget Planner

Before you start booking venues and ordering dresses it's important that you have a firm idea of how much you can afford to spend on your wedding. The easiest approach is to work out the total amount of money available to spend on the occasion, (remembering to factor in donations from family), and allocate specific amounts to the different overheads. Below is a rough outline of the average wedding costs (source: Wedding Journal Survey 2006), you can use column two to write in how much you have budgeted to spend and column three to record what you actually spend. If you overspend on one area, try to under spend a similar amount in another to keep the overall budget under control.

	Average spend	Budgeted spend	Actual spend
Engagement rings	£2,918		
Wedding rings	£911.90		
Registrar/ Church fees	£300		
Stationery	£400		
Wedding Dress	£1,470		
Groom's Outfit	£420		
Bridesmaids	£700		
Groomsmen	£425		
Lingerie	£140		
Jewellery/accessories	£220		
Shoes	£130		
Make up/skin care	£180		
Hair	£150		
Flowers	£610		
Reception	£5,855		
Wine	£1,330		
Favours	£350		
Photography	£1,315		
Video	£753		
Transport	£485		
Entertainment	£1,320		
Honeymoon	£4,100		
Thank you gifts	£490		



Flower Planner

Flowers are a fantastic way to add a sense of style to your wedding. They stimulate the senses with their fabulous colours, texture and scent and can be used to make even the most drab room look fantastic. Once you have decided on your wedding dress and bridesmaids colours it's time to make an appointment with your florist to discuss the use of flowers on your wedding day. But before you go it helps if you have an idea in mind both of the types of flowers you would like to use and the areas that you would like to use them in. We've included a list of flowers by season to get you started (buying in season will help keep costs down) and listed the various ways in which you may like flowers to feature in your day

Wedding Party

	DESCRIPTION	COST
•	Bride's bouquet
•	Bridesmaids' bouquetst
•	Flowergirls' posies/basket
•	Groom's boutonniere
•	Fathers' boutonniere
•	Best man & groomsmenst
•	Mothers' corsage
•	Gift bouquetst
•	Other

Flowers by Season: Year round

- Calla Lilly
 - Carnation
 - Freesia
 - Gardenia
 - Hydrangea
- Lily
 - Orchid
 - Ranunculus
 - Rose
 - Stephanotis

Flowers by Season: Spring

- Cherry blossom
 - Daffodil
 - Dogwood
 - Forsythia
 - Hellebore
 - Hyacinth
 - Lilac
- Lily-of-the-valley
 - Muscari
 - Peony
 - Quince
 - Sweet pea
 - Tulip

Ceremony

	DESCRIPTION	COST
•	Door/entrance decorations
•	Aisle runners
•	Pew or chair decorations
•	Altar decorations
•	Candles and holders

Flowers by Season: Summer

- Astilbe
 - Cosmos
 - Dahlia
 - Daisy
 - Delphinium
 - Garden rose
 - Gladiolus
- Holluhock
 - Lady's mantle
 - Larkspur
 - Marigold
 - Scabiosa
 - Snapdragon
 - Violet

Wedding Party

	DESCRIPTION	COST
•	Door/entrance decorations
•	Top table
•	Table centerpieces
•	Chair decorations
•	Cake table
•	Buffet table
•	Other

Flowers by Season: Autumn

- Autumn leaves
 - Crysanthemum
 - Dahlia
- Seasonal berries
 - Sunflower

Flowers by Season: Winter

- Amaryllis
 - Anemone
 - Evergreen
- Forced bulbs
 - Poinsettia

Guest List Planner

Once you've finalized your guest list for your wedding use this planner to keep track of important information such as phone numbers, addresses and to record who has responded and how many thank-you notes you need to send out once wedding gifts start arriving.

Photocopy this page as many times as you need to.

Name(s):

Address:

.....

Invitation sent: Date sent:

R.S.V.P received: Date sent:

Gift received: Date sent:

Thank-you card sent: Date sent:

Name(s):

Address:

.....

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Music Planner

Fill in this page with your music and entertainment choices for the various stages of your day. Give a copy to your musicians and DJ's so they know what to play and when.

Type of music

	CEREMONY	RECEPTION	EVENING
• Solo singer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Choir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Organist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pianist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Musician (harp etc..)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Band	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• DJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ceremony

	SONG	PERFORMED BY	START TIME
• Prelude
• Procession
• Ceremony
• Recessional

Reception

	SONG	PERFORMED BY	START TIME
• Drinks reception
• Dinner
• Couple's first dance
• Groom & mother's first dance
• Bride & father's first dance
• Last dance



Seating planner

Deciding who sits where at the reception can be one of the trickiest parts of planning a wedding. Family feuds, sibling rivalry, angry aunts trying to work out who will sit beside who takes skill and patience. The best advice is not to leave it to the last minute, get started working out a rough seating plan, using the template below, as soon as you send out the invitations. Photocopy this page as many times as you need to and give the completed works to your calligrapher or whoever is making your place cards and to your caterer or hotel wedding co-ordinator.

Table no:

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2.	7.
3.	8.
4.	9.
5.	10.

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