



want
that **Wedding...**
PLANNER & CHECKLISTS

You can use this wedding planner as a guideline for planning your big day.
In it you will find:

Information about traditional responsibilities for each family

- 1) A WEDDING DIRECTORY FOR RECORDING CONTACTS FOR SERVICES.
- 2) THIS INCLUDES A WEDDING BUDGET BREAKDOWN TO TRACK YOUR EXPENSES
- 3) A CHECKLIST BROKEN DOWN INTO TIME FRAMES, TO MAKE SURE YOU TAKE CARE OF EVERY DETAIL.

For more resources, themes and tools visit
www.tangodesign.com.au

including:

Wedding themes:

Ocean, Beach, Christmas, Fairy, Sport, Cinderella, Medieval, Valentine and Country wedding themes.

Printable checklists:

Marrying abroad checklist, Maid of honor, Bridesmaid's and Groom's, Best man's, Father of the Bride, Mother of the Bride/ mother of the groom's or the Groom's personal and Cake check list

Tips:

Invitation Tips from the pros - Unplugged or social wedding
DIY or Made invitations - Planning your Honeymoon
Interviewing your caterer - Interviewing your musician or entertainment



some great quick tips...

BEFORE WE START

OPEN A NEW EMAIL ADDRESS:

Use that address for all your wedding correspondence.
Once the wedding is celebrated, you can delete or keep it.

SURELY we want to be in touch with you
for at least 3 generations ;), but you can follow us or any of your preferred
vendors on social media after the wedding, if you wish.

CREATE A EMAIL FOLDER:

i.e. *iwedding*, where you can keep quotes, vendors' emails
and any correspondence you may need during the planning process.

USE PINTEREST for inspiration:

Create a *iwedding* board with ideas, tones, colours.

Dream or be real, your choice!

Once you have a budget, you can decide what was just inspiration
and what you can actually order.

Remember to FOLLOW *invitationsbytangodesign* ;),
we have almost 100 boards with wedding inspiration

CREATE 1-2 BOOKMARK FOLDERS:

One can be wedding vendors you like.

The other one can be wedding websites, tips, wedding info, inspiration,
that you may want to revisit.

FOLLOW

your favourite wedding companies on social media, and if you really like
them *ALLOW* notifications to stay in touch with news, offers or new ideas.

Follow *InvitationsbyTangoDesign* (wink) and tell us whether
you liked our tips and add yours so we update this e-book and help the next couple :)

CREATE A HASHTAG

This is only if you want your guests to post comments and photos on the day

CREATE A FREE WEDDING PAGE

This is a great idea (pin protected) as a welcome page, where you can send messages
to all your guests with updates, or to add extra information you
forgot to include with the invitations



Wedding Budget

Traditionally there are guidelines as to who pays for what, however this will depend on the circumstances.

THE BRIDE AND BRIDE'S FAMILY

All of the reception costs (i.e., room rental, food, and beverages).

Bridesmaids' bouquets and flowers.

Decorative accessories for the ceremony and reception.

Music for the ceremony and reception.

Groom's wedding gift and wedding band.

Bridesmaids' gifts and their hotel accommodations.

Photographer and videographer.

Wedding stationery.

Bride's wedding gown, accessories and trousseau.

All transportation and parking expenses for the ceremony and reception.

THE GROOM AND THE GROOM'S FAMILY

Bride's rings and wedding gift.

Gifts for the groom's party

Ties and gloves for the groom's party

Marriage license.

Grooms-men's gifts.

Bride's bouquet and corsage.

Corsages for mothers and grandmothers.

Buttonholes for the groom's party.

Clergyman's fee.

Rehearsal dinner.

The honeymoon.

Total Bride's Parents \$ _____

Total Groom's Parents \$ _____

Total Bride \$ _____

Total Groom \$ _____

The Budget Planner

SITE OF THE WEDDING

Contact _____
Address _____
Telephone _____

RECEPTION VENUE

Contact _____
Name of Venue _____
Address _____
Telephone _____

CATERER

Contact _____
Company Name _____
Address _____
Telephone _____

RENTAL Equipment

Contact _____
Company Name _____
Address _____
Telephone _____

LIQUOR SERVICE

Contact _____
Company Name _____
Address _____
Telephone _____

STATIONERY

Contact _____
Company Name _____
Address _____
Telephone _____

CEREMONY MUSIC

Contact _____
Company Name _____
Address _____
Telephone _____

RECEPTION MUSIC

Contact _____
Company Name _____
Address _____
Telephone _____

PHOTOGRAPHER

Contact _____
Company Name _____
Address _____
Telephone _____

VIDEO SERVICE

Contact _____
Company Name _____
Address _____
Telephone _____

CAR HIRE

Contact _____
Company Name _____
Address _____
Telephone _____

CELEBRANT

Contact _____
Company Name _____
Address _____
Telephone _____

	PROJECTED COST	ACTUAL COST
Reception	_____	_____
Additional	_____	_____
Total	_____	_____
Food	_____	_____
Liquor	_____	_____
Beverages	_____	_____
Total	_____	_____
Marquee	_____	_____
Table and chairs	_____	_____
Additional	_____	_____
Total	_____	_____
Champagne	_____	_____
Spirit/ wines	_____	_____
Soft Drinks	_____	_____
Total	_____	_____
Invitations	_____	_____
Place Cards	_____	_____
Reply Cards	_____	_____
Thank you Cards	_____	_____
Miscellaneous	_____	_____
Total	_____	_____
Organist	_____	_____
Musicians	_____	_____
Entertainment	_____	_____
Total	_____	_____
Singer	_____	_____
Band	_____	_____
Disc Jockey	_____	_____
Total	_____	_____
Formal Portraits	_____	_____
Wedding Package	_____	_____
Album Presentation	_____	_____
Total	_____	_____
Home Coverage	_____	_____
Wedding Package	_____	_____
Extra Copies	_____	_____
Total	_____	_____
Wedding Package	_____	_____
Extra Cars Required	_____	_____
Late Service	_____	_____
Total	_____	_____

FLORIST

Contact _____
Company Name _____
Address _____
Telephone _____

WEDDING CAKE

Contact _____
Company Name _____
Address _____
Telephone _____

WEDDING DRESS

Contact _____
Company Name _____
Address _____
Telephone _____

BRIDEMAIDS' DRESSES

Contact _____
Company Name _____
Address _____
Telephone _____

GIFTS FOR ATTENDANTS

Contact _____
Company Name _____
Address _____
Telephone _____

WEDDING SHOES

Contact _____
Company Name _____
Address _____
Telephone _____

HAIRDRESSER

Contact _____
Company Name _____
Address _____
Telephone _____

BEAUTICIAN

Contact _____
Company Name _____
Address _____
Telephone _____

FORMAL WEAR HIRE

Contact _____
Company Name _____
Address _____
Telephone _____

REHEARSAL DINNER

Contact _____
Company Name _____
Address _____
Telephone _____

DRY CLEANER

Contact _____
Company Name _____
Address _____
Telephone _____

Ceremony _____
Bouquets/ Corsages _____
Men's Buttonholes _____
Wedding Cake Top _____
Total _____

Cake Accessories _____
Wedding Cake _____
Total _____

Dress _____
Veil _____
Accessories _____
Total _____

Dresses _____
Accessories _____
Total _____

Child Attendants _____
Bridesmaids _____
Groomsmen _____
Bomboneire _____
Total _____

Bride _____
Bridesmaids _____
Total _____

Rehearsal _____
Wedding Day _____
Total _____

Rehearsal _____
Wedding Day _____
Total _____

Groom _____
Father of the Bride _____
Groomsmen _____
Shoes _____
Total _____

Food _____
Beverages _____
Total _____

Wedding Dress _____
Preservation Box _____
Total _____

WEDDING INSURANCE

Contact _____
 Company Name _____
 Address _____
 Telephone _____

Gift Coverage _____
 Wedding Day _____
Total _____

TRAVEL AGENT

Contact _____
 Company Name _____
 Address _____
 Telephone _____

Accommodation _____
 Airline Tickets _____
 Car Hire _____
 Honeymoon Package _____
Total _____

HONEYMOON DESTINATION

Contact _____
 Company Name _____
 Address _____
 Telephone _____

Food/ Beverages _____
 Spending Money _____
Total _____

RECEPTION VENUE _____
 ATTENDANTS' GIFT _____
 CATERER TOTAL _____
 WEDDING SHOES _____
 RENTAL EQUIPMENT _____
 HAIRDRESSER _____
 LIQUOR SERVICE _____
 BEAUTICIAN _____
 CEREMONY MUSIC _____
 STATIONERY _____
 RECEPTION MUSIC _____
 FORMAL WEAR HIRE _____
 PHOTOGRAPHER _____
 REHEARSAL DINNER _____
 VIDEOGRAPHER _____
 DRY CLEANER _____
 CAR HIRE _____
 WEDDING INSURANCE _____
 FLORIST _____
 TRAVEL AGENT _____
 WEDDING CAKE _____
 HONEYMOON _____
 WEDDING DRESS _____



Wedding Checklists

Here we present some guidelines to get organised in advanced. Of course it will depend on your priorities and time delivered by your suppliers.

NINE TO TWELVE MONTHS BEFORE

- Select a wedding date and time.
- Set an initial budget with fiancé and parents.
- Draw up a guest list using excel, so that you can send to your stationer.
- Determine the type of wedding you want (day/night, indoor/outdoor, formal/casual).
- Choose and book ceremony and reception venues.
- Find a caterer if not already provided by the reception facility.
- Consider bridal attire.
- Determine who will officiate at the ceremony, if not provided with the Ceremony location.
- Obtain birth certificate or certified extract.
- Set aside blocks of hotel/motel rooms for out-of-town guests.
- Get a band or DJ/ musician get one early because they can get booked quickly.
- Decide if you want a bridal party, and if so, then how large.
- Start to research your bridal gowns.
- Start to research the grooms formal wear/tuxedo.
- Start to research bridesmaids' dresses.
- Start to research formal wear for the groomsmen.
- Compare and find a photographer and photographer
- Select and book wedding transportation.
- Find local florists and set appointments to look at their work.
- Create a bridal registry, and/or an engagement registry.
- Visit bridal shows.

SIX TO NINE MONTHS BEFORE

- Review and compile the guest list
- Select the attendants for your wedding party.
- Purchase the bride's gown.
- Purchase the groom's tuxedo.
- Purchase bridesmaids' dresses.
- Arrange for your groomsmen to be measured and reserve the tuxedos. TIP: If your groomsmen do not live close to the formal wear shop you choose, tell them to go to a local shop -
- Shop for the wedding dress, headpiece, veil, and stationery
- Order the wedding cake, if not provided by the caterer or reception hall.
- The parents of the groom should begin to arrange the Rehearsal Dinner, and reserve a restaurant or make other arrangements.
- Decide on honeymoon location and book. Check that your passport is current if going overseas.

FOUR TO SIX MONTHS BEFORE

- Make appointments for a physical exam with your doctor/dentist.
- Check requirements for blood test and marriage license in your state.
- Shop for wedding rings. Learn facts about titanium jewelry as a great alternative. We suggest you to visit www.storesonline.com/site/tangodesigntitaniumjewelry
- Order the invitations and stationery. (We can organize this for you.)
- Make sure all the men's attire has been ordered.
- Decide where to live after the wedding.
- Complete the guest lists.
- Begin shopping for trousseau.
- Inform mothers to select their dresses.
- Select and order the men's attire.
- Make appointment with the florist

2-4 MONTHS BEFORE

- Confirm the menu and catering details with the caterer.
- Prepare all maps and directions for the ceremony and reception.
- Select your wedding rings.
- Buy a wedding guest book.
- Set the dates and times with the officiant for the rehearsal.
- Plan the bridesmaids' luncheon and any other parties.
- Determine your resources for designing and printing the program for the ceremony. Decide what your menu is going to be for the reception. Estimate the expected number of guests. (We can help you with these too!)
- Finalize the florist details, photographer, videographer, musicians, etc.
- Arrange the necessary accommodations for out-of-town guests.
- Plan a rehearsal dinner, time and place.
- Confirm the wedding cake details with the baker.

6 MONTHS BEFORE

- Mail invitations and announcements. (interstate guests may need them earlier!)
- Set appointment with photographer for your formal bridal portrait.
- Select gifts for all your attendants.
- Set appointments with any hairdressers and/or makeup artists.
- Hire the limousine or other forms of transportation for the wedding.

4 MONTHS BEFORE

- Buy a gift for the groom.
- Schedule a final fitting for your gown so it can be ready for your formal bridal portrait.
- Purchase a going away outfit.
- Pick up your wedding rings (or follow-up on delivery).
- Purchase (borrow) all wedding accessories such as the ring pillow, goblets, garter belt, candles, etc.

- Confirm florist details and delivery times.
- Plan the seating for the reception as well as other details for the ceremony and reception.
- Make sure all bridesmaids' attire has been fitted.
- Buy a gift for the bride.
- Choose the music for your ceremony, first dance, parent dances, and party and give information to band, dj, or other musicians.
- Confirm florist details and delivery times.
- Plan the seating for the reception as well as other details for the ceremony and reception.
- Make sure all bridesmaids' attire has been fitted.
- Buy a gift for the bride.
- Choose the music for your ceremony, first dance, parent dances, and party and give information to band, dj, or other musicians.

TWO WEEKS BEFORE

- Make arrangements to have your wedding gifts moved to your new home.
- Handle business and legal details such as name changes, address changes..
- Reconfirm your guests' accommodations.
- Make sure all clothing and accessories for you and the bridal party are ready.
- Get your marriage license and any blood tests which are needed.

ONE WEEK BEFORE

- Review any seating details with the ushers.
- Make sure all wedding attire fits.
- Finalize the seating arrangements.
- Reconfirm your honeymoon reservations. Ensure you have any necessary plane tickets.
- Start packing for your honeymoon.
- Call any guests who have not responded yet.
- Review all the final details with your photographer, videographer, etc.
- Give a final head count to the caterer.
- Confirm the availability of the musicians and vocalists.
- Delegate responsibilities to reliable individuals on your wedding day.
- Wrap and present the wedding party gifts.
- Finalise your rehearsal dinner arrangements or other plans.



ONE DAY BEFORE

- Get a manicure or massage to relax yourself.
- Stay with your family the night before and sleep early.
- Review and rehearse all the details of your participants.

THE BIG DAY

- Make sure the best man and maid of honor sign the wedding certificate.
- Allow yourself plenty of time to get dressed.
- Be sure to eat properly.
- Rest and relax with a good bath.
- Prepare for your hairdresser and makeup appointments.

Enjoy your wonderful wedding and cherish each and every moment!

