

WINE & COUNTRY[™] *Weddings*

*Wedding Planning Worksheets, Timelines and Checklists
to help you plan your Wine Country wedding.*

Book No. 6

your planning timeline

12+ MONTHS BEFORE

- Set budget
- Determine if parents will contribute
- Hire wedding planner, if using
- Draft guest list & start collecting addresses
- Reserve ceremony & reception sites
- Reserve tent, if needed
- Confirm electrical power meets your needs at reception site
- Set wedding date
- Begin gown shopping
- Establish rain plan, if outdoors
- Select & invite wedding party
- Hire photographer

9+ MONTHS BEFORE

- Order gown
- Order tuxedo/suit
- Interview & book caterer
- Reserve DJ/band & ceremony musicians
- Begin your wedding gift registry
- Create wedding website, if you desire
- Reserve a block of hotel rooms for out-of-town guests

6+ MONTHS BEFORE

- Select & mail save-the-dates, if sending
- Reserve officiant
- Interview & hire florist
- Order stationery suite
- Reserve calligrapher, if using
- Order bridesmaid dresses
- Plan honeymoon

4+ MONTHS BEFORE

- Begin gown/suit fittings
- Finalize menus
- Hire lighting designer, if using
- Reserve rentals (chairs, dishes, etc.)
- Reserve transportation (limos, etc.)
- Plan rehearsal dinner
- Order cake
- Make favorite songs list & discuss options with DJ/band

3+ MONTHS BEFORE

- Mail invitations (send 12 weeks ahead if destination or holiday wedding)
- Select ceremony readings & music
- Reserve hairstylist & makeup artist
- Order favors
- Finalize flowers
- Attend hair & makeup trial appointments
- Order groomsmen outfits

2 MONTHS BEFORE

- Mail rehearsal dinner invitations
- Attend tasting with caterer, if offered
- Discuss vendor meals with caterer (tip: hot meals = happy vendors)
- Select wedding party gifts
- Gather wedding-day details (guest book, cake knife, etc.)

6 WEEKS BEFORE

- Purchase rings (if custom, order earlier if necessary)
- Buy garter, if doing toss
- Create signature drink

4 WEEKS BEFORE

- Begin planning reception seating chart
- Visit Clerk of the Circuit Court office for marriage license
- Decide who will share readings & toasts
- Finalize & print ceremony programs
- Finalize/send day-of schedule to vendors
- Write/select vows

2 WEEKS BEFORE

- Give caterer final guest count
- Finalize playlist with DJ/band & ceremony musicians
- Finalize your shot list with photographer
- Finalize transportation & assign leaders
- Finalize reception décor plans
- Break in wedding shoes
- Plan snacks for getting-ready rooms

WEEK OF

- Pick up gown & tuxedo/suit
- Gather your day-of essentials
- Organize emergency bridal kit supplies
- Assign someone to help gather family/attendants for photographs
- Assemble favors & guest welcome bags
- Assign day-of point person (to answer guest questions) if not planner
- Pick up wedding rings
- Confirm all vendor delivery/arrival times
- Confirm wedding party members know their arrival times

DAY BEFORE

- Attend rehearsal dinner
- Confirm/prepare drinks & snacks for getting-ready rooms
- Organize tip envelopes for vendors
- Confirm transportation pickup times & addresses
- Double-check your outfit details, including shapewear & shoes
- Make some spa time for a manicure & pedicure
- Pack bags for wedding night/honeymoon

DAY OF

- Stay hydrated with lots of water & be sure to eat something
- Gather your essentials including phone, lipstick, etc. in a purse
- Take pre-ceremony photographs

Budget planner

Before you dive too deeply into planing your wedding, it's important to know how much you can spend and on what you want to spend it. As a general guideline, allot approximately 50 percent of your budget to the reception (location, food and beverages). Then allot about 10 percent each to flowers, photography and attire, although be aware that photography can often exceed 10 percent, so you may need to make some adjustments. The remaining budget goes to stationery, favors and other details for the ceremony and reception.

CEREMONY/ RECEPTION | 50%

Ceremony location fee _____
 Officiant's fee _____
 Marriage license _____
 Reception-site fee _____
 Food _____
 Cake _____
 Bar _____
 Rentals _____
 Couple's transportation _____
 Guests' transportation _____
 & parking _____
 Tips & coat check _____

total _____

PHOTOGRAPHY/MUSIC/ STATIONERY | 25%

Photographer's fee _____
 Engagement portrait _____
 Wedding album _____
 Parents' albums _____
 Additional prints _____
 Videography _____
 Ceremony music _____
 Cocktail-hour music _____
 Reception music _____
 Save-the-date cards _____
 Invitations/envelopes _____
 Programs _____
 Cards: seating/place/menu _____
 Thank-you notes _____
 Postage _____
 Calligraphy _____
 Announcements _____

total _____

DÉCOR/ FLOWERS | 10%

Ceremony decorations _____
 Bride's bouquet _____
 Maid of honor's &
 bridesmaids' bouquets _____
 Flower girl's accessories _____
 Corsages _____
 Boutonnieres _____
 Reception centerpieces
 & decorations _____

ATTIRE | 10%

Bride's dress _____
 Headpiece & veil _____
 Bride's shoes _____
 Lingerie _____
 Jewelry & accessories _____
 Hair & makeup _____
 Groom's tuxedo/suit _____
 Groom's shoes _____
 Groom's accessories _____
 Bride's & groom's rings _____

total _____

GIFTS/FAVORS and EXTRAS | 5%

Maid of honor's gift _____
 Bridesmaids' gifts _____
 Best man's gift _____
 Groomsmen's gifts _____
 Child attendants' gifts _____
 Bride's parents' gifts _____
 Groom's parents' gifts _____
 Guest-room gifts _____
 Favors _____
 Ring pillow _____
 Guest book _____

total _____

grand total _____

venue planning

To help you in your search for the perfect ceremony and reception venue(s), we've gathered a list of valuable questions you can review with potential sites to determine if it will meet your needs.

CEREMONY QUESTIONS

- Is our date available?
- What are some alternate dates?
- What is the rental fee?
- Do you require a deposit?
- When is the final balance due?
- What is the rental timeframe?
- When is the site open for deliveries/pickups?
- Is the venue open to the public during our rental time?
- What is the maximum capacity?
- Are there any permits required?
- Is parking available? Is there a fee for parking?
- Is live or recorded music allowed?
- Are there restrictions on ceremony tosses (rice, birdseed, etc.)?
- Are candles allowed?
- Is there access to electricity?
- What lighting is available indoors/outdoors?
- Are there restrictions on specific vendors we can bring in?
- Is there space for the wedding party to get ready on-site?
- Are there other weddings happening on the same day?
- Are there restrictions on photography?
- Are there restrictions on décor?
- Are there any other restrictions or details we need to note?

RECEPTION QUESTIONS

- Is our date available?
- What are some alternate dates?
- What is the rental fee?
- Do you require a deposit?
- When is the final balance due?
- What spaces are included in the rental?
- What is the rental timeframe?
- What time do guests need to be out?
- Is catering offered in-house?
- If in-house catering, are we restricted to specific menus?
- What is the ratio of servers to guests?
- Do you offer bartenders?
- Is alcohol allowed? Are we restricted to specific brands?
- Is there a corkage fee?
- Do you charge a cake slicing/serving fee?
- Is there a food and beverage minimum?
- When is the site open for vendor deliveries/pickups?
- Does the rental time and fee allow for setup/cleanup?
- Is the venue open to the public during our rental time?
- What is the maximum capacity?
- Can we see example layouts of the space?
- Is there a dance floor space? If so, what size is it?
- Are there any permits required?
- Is parking available? Is there a fee for parking?
- Is live or recorded music allowed?
- Can we bring in an outside caterer?
- Is there a catering kitchen available?
- Are there restrictions on outside vendors we can use?
- When is the final headcount due?
- Are there bathrooms on-site?
- Are tables, chairs, tableware and linens included with the fee?
- What size and how many tables are available?
- Are candles allowed?
- Is there access to electricity?
- What lighting is available indoors/outdoors?
- Is there space for the wedding party to get ready on-site?
- Are there other weddings happening on the same day?
- Are there restrictions on photography?
- Are there restrictions on décor?
- Are there any other restrictions or details we need to note?

weekend planner

Some of the advantages to having your wedding in Virginia wine country are the numerous activities, outings and attractions for your guests, allowing you to turn your entire celebration into a wedding weekend to remember. You can arrange horseback rides through the vines or a “tastings crawl” for any craft beverage trail imaginable, from wine and beer to spirits or cider. There are also rich historical sites, spas, hiking trails, golf clubs, unique boutiques and farm-to-table dining options. Offering guests a list of activity options with websites and phone numbers in each welcome basket will make it easy for those who want to DIY their weekend.

Below, we’ve created space for you to create your own wedding weekend itinerary. Typical itineraries include:

- Day One is for getting your guests settled into their accommodations and having a casual and fun welcome party in the early evening.
- Day Two is all about relaxing and exploring the region before the rehearsal dinner. This is a good day to arrange for an outing like golfing, hiking, fishing, shopping or an historical tour in the mid-morning followed by lunch and a short tasting tour in the early afternoon. Be sure to give guests time to refresh before the rehearsal dinner that evening.
- Day Three is a good time for spa services and perhaps an outing for non-essential wedding party members, depending on the start time of your ceremony and getting-ready appointments.
- Day Four is a day for sleeping in before a mid-morning brunch. The afternoon is left open for travel or last-minute outings that guests might not have had time to enjoy prior to the wedding festivities.

**DAY ONE:
WELCOME PARTY**

**DAY TWO:
RELAX & REHEARSAL**

**DAY THREE:
WEDDING DAY**

**DAY FOUR:
FAREWELL BRUNCH**

<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

stationery planner

STATIONERY TIMELINE

9–12 MONTHS BEFORE

- Set your wedding date
- Determine your guest list
- Start collecting guest addresses
- Order invitation samples
- Order engagement party invitations
- Mail engagement announcements
- Send bridesmaid proposal cards (optional)
- Destination weddings: send save-the-date cards

6–9 MONTHS BEFORE

- Hire designer and/or calligrapher
- Finalize guest list & all guest addresses
- Mail save-the-date cards
- Order thank you cards
- Order wedding shower invitations
- Destination weddings: mail wedding invitations at least six months in advance of your event date

4–6 MONTHS BEFORE

- Determine your day-of paper needs, such as programs, menus, place cards, etc.
- Order rehearsal dinner invitations
- Order wedding invitations
- Order postage for wedding invitations
- Order wedding guestbook
- Order bachelorette party invitations

2–4 MONTHS BEFORE

- Mail wedding invitations at least 10–12 weeks ahead of event date
- Mail rehearsal invitations at least 6–8 weeks ahead of event date
- Finalize order of ceremony events & confirm wedding party members so you can order wedding programs
- Order menu cards, wedding welcome sign & wedding favor tags/labels
- Order notes & tags for welcome bags

1–2 MONTHS BEFORE

- Finalize RSVPs (by web, mail or phone)
- Sketch out your seating chart
- Order a seating chart or escort cards
- Order place cards
- Order table numbers
- Order wedding signs, including cocktail sign, gift table sign, bar menu sign, guestbook sign, etc.

1–2 MONTHS AFTER

- Purchase thank you cards
- Mail thank you cards
- Mail wedding announcements
- Order social stationery with your new married name or monogram
- Order a return address stamp with your mailing address and name/monogram

STATIONERY CHECKLIST

PRE-WEDDING

- Engagement announcements
- Engagement party invitations
- Bridesmaid proposal cards
- Save-the-date cards
- Wedding shower invitations
- Rehearsal dinner invitations
- Bachelorette party invitations

INVITATION SUITE

- Wedding invitations
- RSVP cards
- Accommodation cards (optional)
- Reception cards (optional)
- Website details cards (optional)
- Misc. wedding details cards (optional)

INVITATION ASSEMBLY SUPPLIES

- Envelope moistener
- Postage
- Return address stamp (optional)

WEDDING WELCOME BAGS

- Welcome note
- Welcome bag tags/labels

WEDDING CEREMONY

- Programs (optional)
- Wedding welcome sign
- Unplugged wedding sign (optional)
- Reserved seating sign or chair tags
- Guestbook
- Cocktail hour drink menu (optional)

SEATING PLAN

- Seating chart or escort cards
- Place cards
- Reserved table sign or chair tags, or a “no seating plan” sign

WEDDING TABLE DÉCOR

- Table numbers
- Menus (optional)
- Thank you note for each place setting (optional)

MISCELLANEOUS

- Wedding favor tags/labels
- Advice to the bride & groom cards (optional)
- Recipe cards (optional)

WEDDING SIGNAGE

- Guestbook sign in
- Cards & gifts
- Remembrance table sign (optional)
- Hashtag sign (optional)
- Photobooth sign (optional)
- Open bar sign (optional)
- Signature cocktails sign (optional)
- Coffee bar sign (optional)
- Wedding food bar signs (optional)
- Buffet: food labels or table tent signs
- Sparkler exit sign (optional)
- Wedding favors sign
- Thank you to guests sign (optional)
- Wedding program sign (optional)
- Wedding menu sign (optional)

POST-WEDDING

- Wedding thank you cards
- Wedding announcements (optional)
- Return address stamp with new name & address
- Social stationery with your new name or monogram

beauty timeline

5-6 MONTHS BEFORE

- Set goals/begin or refresh your fitness routine
- Eat more fruits & veggies
- Begin a meditation/mindfulness routine
- Review/refresh your daily skincare routine
- Invest in quality moisturizers and serums, as needed

3-4 MONTHS BEFORE

- Begin experimenting with wedding hair & makeup options
- Schedule consultations with potential stylists/makeup artists
- Reserve professionals ASAP once you've found ones you love
- Schedule wedding-day trial runs. *TIP:* Schedule your trial on the same day as your engagement photos
- Considering a spray tan? Try it out now
- Begin brow maintenance if desired

1-2 MONTHS BEFORE

- Keep up your fitness routine
- Make sure you're staying hydrated
- Finalize your wedding-day hair and makeup looks
- Consider professional teeth whitening or use an at-home kit
- Invest in quality body scrub & lotion for smooth, glowing skin

1-3 WEEKS BEFORE

- If waxing, do this early to allow redness to subside
- If having a facial, allow ample time for redness to subside
- Get your hair trimmed

1-3 WEEKS BEFORE

- Color/highlight your hair at least two weeks before the wedding. *Tip:* Don't make any dramatic changes at this point, just refresh your style for the big day
- Schedule massage(s) to help you relax and enjoy every moment
- Get your spray tan in the final week to allow time for it to settle

3 DAYS BEFORE

- Get manicure & pedicure
- Pack your bridal emergency kit (see our website)
- Deep condition your hair

THE DAY BEFORE

- Take time to relax
- Wash your hair today to help your hair hold tomorrow's style better
- Drink lots of water
- Get at least 8 hours of beauty sleep

THE DAY OF THE WEDDING

- Eat a healthy breakfast
- Aim for makeup/hair done at least 2-3 hours before ceremony
- Wear a button-down shirt or robe while getting ready to avoid mussing your hair & makeup.
- Spritz your favorite scent
- Breathe & be mindful so you don't miss the moments!
- Keep mints handy for fresh breath all-day

groom notes

GROOM'S DAY-OF CHECKLIST

_____ Wedding rings

_____ Vows

_____ Toasts

_____ Wallet (Driver's license, credit cards)

_____ Cologne

_____ Toothbrush, toothpaste, mouthwash & breath mints

_____ Tuxedo/suit (with all components) & cufflinks

_____ Shoes & socks (with extra pairs)

_____ Deodorant

_____ Razor (or electric shaver) & shaving cream

_____ Medications (Tums is also nice to have as a back-up)

_____ Contact lenses or glasses (spare sets recommended)

_____ Cash (don't forget about tipping for wedding services)

_____ Hair products like gel, a comb & hair spray

Flower checklist

WEDDING PARTY

- Bride's bouquet
- Bride's headpiece
- Maid of honor's bouquet
- Bridesmaids' bouquets
- Flower girl's headpiece & basket
- Groom's boutonniere
- Best man's & groomsmen's boutonnieres
- Ring bearer's boutonniere
- Mothers' corsages
- Other special guests' corsages
- Fathers' boutonnieres
- Other special guests' boutonnieres
- Other

CEREMONY

- Aisle runner
- Pew or chair decorations
- Altar or huppa arrangements
- Candles & holders
- Other

RECEPTION

- Entryway arrangements
- Bar decorations
- Dining table centerpieces
- Bride's & groom's chair decorations
- Buffet table decorations
- Cake & cake table decorations
- Powder room arrangements
- Other

seasonal blooms

YEAR-ROUND

Calla Lily
Carnation
Freesia
Gardenia
Lily
Orchid
Ranunculus
Rose
Stephanotis

SPRING

Cherry Blossom
Daffodil
Dogwood
Forsythia
Hellebore
Hyacinth
Lilac
Lily-of-The-Valley
Peony
Quince
Sweet Pea
Tulip
Viburnum

SUMMER

Astilbe
Cosmos
Dahlia
Daisy
Delphinium
Garden Rose
Hollyhock
Lady's Mantle
Larkspur
Scabiosa
Snapdragon
Violet
Zinnia

FALL

Autumn Leaves
Chrysanthemum
Dahlia
Hydrangea
Seasonal Berries
Sunflower

WINTER

Amaryllis
Anemone
Evergreen
Forced Bulbs
Paperwhite
Poinsettia

guest list planner

Use this form below to begin collecting and tracking important details regarding your guest list. You can download additional copies of this worksheet on our website: WineandCountryWeddings.com/PlannerDownloads.

GUEST LIST

Name(s)	_____	_____	Save-the-date sent
Address	_____	_____	Invitation sent
Tel. No.	_____	_____	RSVP tracking card number
E-mail	_____	_____	RSVP received
Gift	_____	_____	Thank you sent
			Number attending

Name(s)	_____	_____	Save-the-date sent
Address	_____	_____	Invitation sent
Tel. No.	_____	_____	RSVP tracking card number
E-mail	_____	_____	RSVP received
Gift	_____	_____	Thank you sent
			Number attending

Name(s)	_____	_____	Save-the-date sent
Address	_____	_____	Invitation sent
Tel. No.	_____	_____	RSVP tracking card number
E-mail	_____	_____	RSVP received
Gift	_____	_____	Thank you sent
			Number attending

RSVP CARD TIP

Guests can often forget to fill out their name on their RSVP cards, leaving you wondering who sent a particular response. To avoid confusion and unnecessary stress, assign each guest a unique number and write it on this list and on the back of their RSVP card. This way, you can easily match up any unidentified cards you may receive.

guest list planner

GUEST LIST

Name(s)	_____	_____	Save-the-date sent
Address	_____	_____	Invitation sent
Tel. No.	_____	_____	RSVP tracking card number
E-mail	_____	_____	RSVP received
Gift	_____	_____	Thank you sent
		_____	Number attending

Name(s)	_____	_____	Save-the-date sent
Address	_____	_____	Invitation sent
Tel. No.	_____	_____	RSVP tracking card number
E-mail	_____	_____	RSVP received
Gift	_____	_____	Thank you sent
		_____	Number attending

Name(s)	_____	_____	Save-the-date sent
Address	_____	_____	Invitation sent
Tel. No.	_____	_____	RSVP tracking card number
E-mail	_____	_____	RSVP received
Gift	_____	_____	Thank you sent
		_____	Number attending

Photography planner

To ensure your photographer captures the most important elements of your wedding, provide him or her with a list of specific events/moments, as well as names of important guests you want photographed. Then, designate a close friend or relative to help the photographer locate those guests when necessary. Be sure to discuss whether you want your photographer to also shoot film, and what images you want in color vs. black and white.

PORTRAITS

- _____ Bride
- _____ Groom
- _____ Bride & groom
- _____ Bride with detail of back of dress
- _____ Groom with best man
- _____ Groom with groomsmen
- _____ Bride with maid of honor
- _____ Bride with bridesmaids
- _____ Ring bearer with flower girl
- _____ Entire wedding party
- _____ Bride with parents
- _____ Groom with parents
- _____ Bride & groom with bride's parents
- _____ Bride & groom with bride's family
- _____ Bride & groom with groom's parents
- _____ Bride & groom with groom's family
- _____ Bride & groom with both sets of parents
- _____ Bride & attendants getting ready
- _____ Groom & attendants getting ready
- _____ Mother/maid of honor helping bride get ready
- _____ Reception site being set up
- _____ Bride leaving for ceremony
- _____ Groom leaving for ceremony

PRE-WEDDING *and* RECEPTION

- _____ Wedding gown & personal touches
- _____ Elements of paper suite
- _____ Ceremony site details
- _____ Ushers escorting special guests to their seats
- _____ Both sets of parents entering
- _____ Groom walking down the aisle or awaiting bride
- _____ Bridal party at ceremony spot awaiting bride
- _____ Child attendants walking down the aisle
- _____ Bride walking down the aisle
- _____ Wedding kiss
- _____ Bride & groom leading recessional
- _____ Guests throwing rice/flower petals
- _____ Signing of wedding certificate
- _____ Bride's & groom's hands displaying rings
- _____ Friends signing guest book
- _____ Guests at cocktail hour
- _____ Reception site (set for dinner) & food shots
- _____ Seating-cards display
- _____ Centerpieces
- _____ Place settings
- _____ People giving toasts
- _____ Bride & groom listening to toasts
- _____ Group pictures of guests at each table
- _____ Bride & groom's first dance
- _____ Dances with parents & other dances
- _____ Wedding cake
- _____ Favors
- _____ Exit/Send-off

Page 78: 3 Cats Photo (4th row right) | Adam Barnes Photography (1st row right) | Meredith Coe Photography (1st row left) | Jen Fariello Photography (2nd row center & 4th row center) | Hana Gonzalez Photography (3rd row left) | Renee Jean Photography (2nd row left) | Sera Petras Photography (4th row left) | Robert Radifera Photography (2nd row right) | Anna Schmidt Photography (3rd row right) | Aaron Watson Photography (1st row center)

favorite vendors

	VENDORS	EMAIL	PHONE	STATUS
Wedding Planner				
Ceremony Coordinator				
Reception Coordinator				
Photographer				
Florist				
Videographer				
Caterer				
Officiant				
Baker				
Invitation Designer				
Calligrapher				
Tent Coordinator				
Lighting Designer				
Rentals				
Wedding Party Transportation				
Guest Transportation				
Ceremony Musicians				
Cocktail Hour Musicians				
Reception Music				
Hair Stylist				
Makeup Artist				
Jeweler				
Honeymoon Travel Agent				