

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

Book No. 6



#### **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
- $\square$  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
- $\hfill\square$  Break in wedding shoes
- Plan snacks for getting-ready rooms

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#### 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



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%

### PHOTOGRAPHY/MUSIC/ STATIONERY | 25%

### DÉCOR/ Flowers | 10%

#### GIFTS/FAVORS and EXTRAS | 5%

Ceremony location fee	Photographer's fee	Ceremony decorations	Maid of honor's gift	
2		2	0	
Officiant's fee	Engagement portrait	Bride's bouquet	 Bridesmaids' gifts	
Marriage license	Wedding album	Maid of honor's &	Best man's gift	
Reception-site fee	Parents' albums	bridesmaids' bouquets	 Groomsmen's gifts	
Food	Additional prints	Flower girl's accessories	 Child attendants' gifts	
Cake	Videography	Corsages	 Bride's parents' gifts	
Bar	Ceremony music	Boutonnières	 Groom's parents' gifts	
Rentals	Cocktail-hour music	Reception centerpieces	Guest-room gifts	
Couple's transportation	Reception music	& decorations	 Favors	
Guests' transportation	Save-the-date cards		Ring pillow	
& parking	Invitations/envelopes	ATTIRE   10%	Guest book	
Tips & coat check	Programs	Bride's dress		
	Cards: seating/place/menu	Headpiece & veil	 total	
total	Thank-you notes	Bride's shoes		
	Postage	Lingerie		
	Calligraphy	Jewelry & accessories		
	Announcements	Hair & makeup		
		Groom's tuxedo/suit		
	total	Groom's shoes		
		Groom's accessories		
		Bride's & groom's rings		

total \_\_\_\_

grand totál

timeline -07 100

The key to a smooth wedding day is a very well-thought-out timeline, one that will minimize hiccups and make those that do occur easier to manage. Don't be afraid to go deep into the details. A professional wedding day timeline will normally be pages and pages long. This list below is a good jumping-off point for you to chart out the elements you want to be sure to cover and share with your family, wedding party, venues and vendors as appropriate.

### SAMPLE TIMELINE

### **OUR TIMELINE**

Venue opens for set up	
Bridal parties needed at first location	
Hair & makeup starts	
Photography coverage begins	
Hair & makeup finishes	
Bridal party dressed & ready	
Bride dressed & ready	
Groom and groomsmen dressed & ready	
First look	
Leave for ceremony	
Ceremony begins	
Ceremony ends	
Cocktail hour (1 hour)	
Family photos (during cocktail hour)	
Bridal party photos (during cocktail hour)	
Guests seated for dinner	
Introductions/entrances	
First dance	
Welcome toast/prayer	
Dinner starts	
Dinner ends	
Toasts/speeches	
Parent dances	
Dancing begins	
Cake cutting	
Bouquet toss	
Late-night snacks	
Last call/dance	
Bride & groom exit	
Photography coverage ends	
Venue closes	

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**

ls	our	date	avai	labl	e?

- 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?



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

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 savethe-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)
- U 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)

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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

Thank you to guests sign (optional)

Wedding announcements (optional)

Social stationery with your new name

Return address stamp with new

Wedding program sign (optional)

Wedding menu sign (optional)

Sparkler exit sign (optional)

Wedding favors sign

**POST-WEDDING** 

name & address

or monogram

Wedding thank you cards

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
- $\hfill \square$  Invest in quality moisturizers and serums, as needed

#### **3–4 MONTHS BEFORE**

- Begin experimenting with wedding hair & makeup options
- $\hfill \square$  Schedule consultations with potential stylists/makeup artists
- $\hfill\square$  Reserve professionals ASAP once you've found ones you love
- $\hfill \square$  Schedule wedding-day trial runs.  $\it TIP:$  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



### **GROOM'S DAY-OF CHECKLIST**

Wedding ringsShoes & socks (with extra pairs)VowsDeodorantToastsRazor (or electric shaver) & shaving creamWallet (Driver's license, credit cards)Medications (Tums is also nice to have as a back-up)CologneContact lenses or glasses (spare sets recommended)Toothbrush, toothpaste, mouthwash & breath mintsCash (don't forget about tipping for wedding services)Tuxedo/suit (with all components) & cufflinksHair products like gel, a comb & hair spray

### **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
- $\hfill \square$  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

Cower Checklis

## 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



### **YEAR-ROUND**

Calla Lily Carnation Freesia Gardenia Lily Orchid Ranunculus Rose Stephanotis

# Cherry Blossom

**SPRING** 

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

quest 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
1e1. NO.		RSVP received
E-mail		Thank you sent
Gift		Number attending
Name(s)		Save-the-date sent
Address		Invitation sent
Tel. No.		RSVP tracking card number
161. 100.		RSVP received
E-mail		Thank you sent
Gift		Number attending
Name(s)		Save-the-date sent
Address		Invitation sent
TIN		RSVP tracking card number
Tel. No.		RSVP received
E-mail		Thank you sent
Gift		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.

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WINE COUNTRY Juest list planner

**GUEST LIST** 

Name(s)		Save-the-date sent
Address		Invitation sent
Tol No		RSVP tracking card number
1ei. No.		RSVP received
E-mail		Thank you sent
Gift		Number attending

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

Name(s)		Save-the-date sent
Address		Invitation sent
Tel. No.		RSVP tracking card number
1ei. No.		RSVP received
E-mail		Thank you sent
Gift		Number attending

WINE COUNTRY seating planner

Assigning guests to tables during your wedding reception helps ease their anxiety and makes the process of settling into their seats for dinner more efficient. This practice is beneficial for formal sit-down dinners, as well as casual and/or buffet meals, too. Download additional copies from our website: WineandCountryWeddings.com/PlannerDownloads.

Table No.	Table No.	
Table No.	Table No.	

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WINE COUNTRY sealing planner

Table No.	Table No.	
Table No	Table No	
Table No.	Table No.	
Table No.		

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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

#### PRE-WEDDING and RECEPTION

Bride	Wedding gown & personal touches
Groom	Elements of paper suite
_ Bride & groom	Ceremony site details
Bride with detail of back of dress	Ushers escorting special guests to their seats
_ Groom with best man	Both sets of parents entering
_ Groom with groomsmen	Groom walking down the aisle or awaiting bride
_ Bride with maid of honor	Bridal party at ceremony spot awaiting bride
_ Bride with bridesmaids	Child attendants walking down the aisle
Ring bearer with flower girl	Bride walking down the aisle
_ Entire wedding party	Wedding kiss
_ Bride with parents	Bride & groom leading recessional
_ Groom with parents	Guests throwing rice/flower petals
Bride & groom with bride's parents	Signing of wedding certificate
Bride & groom with bride's family	Bride's & groom's hands displaying rings
Bride & groom with groom's parents	Friends signing guest book
 Bride & groom with groom's family	Guests at cocktail hour
 Bride & groom with both sets of parents	Reception site (set for dinner) & food shots
 Bride & attendants getting ready	Seating-cards display
 8 8 9	Centerpieces
 _ Mother/maid of honor helping bride get ready	Place settings
 1 0 1	People giving toasts
 0 ,	Bride & groom listening to toasts
 Groom leaving for ceremony	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				