

# WINE & COUNTRY<sup>™</sup> *Weddings*

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

*Book No. 8*

# your planning timeline

## 12+ MONTHS BEFORE

- Set budget
- Determine if parents will contribute
- Hire wedding planner, if using
- Draft guest list & start collecting addresses, emails & cell numbers
- 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 & reserve caterer
- Reserve DJ or 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
- Reserve officiant
- Interview & hire florist
- Order stationery suite
- Reserve calligrapher, if using
- Order wedding party outfits
- 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

## LOCAL TIP

You can obtain a marriage license at any Virginia Circuit Court Clerk in the state. It doesn't have to be from the county where you're getting married. Note: The above timelines are a general guideline, but considering the popularity of Virginia winery weddings, we recommend you reserve your desired venues and vendors as early as possible.

## 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 appts

## 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

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

## 2 WEEKS BEFORE

- Give caterer final guest count
- Finalize playlist with DJ/band & ceremony musicians
- Finalize your shot list with the photographer
- Finalize transportation & assign leaders who will assist guests
- 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 wedding kit supplies
- Assign someone to help gather family/attendants for photographs
- Assemble favors & welcome bags
- Assign day-of point person (to answer guest questions) if not planner
- Pick up wedding rings
- Confirm all vendor delivery and/or 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 and 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 or tote and assign a party member to be in charge of getting you and your things to the wedding
- Take pre-ceremony photographs
- Remember to let others take care of the details of the day. Your job will only be to enjoy it!

# Budget planner

Before you dive too deeply into planning 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%	PHOTOS/MUSIC/ STATIONERY   25%	DÉCOR/ FLOWERS   10%	GIFTS/FAVORS and EXTRAS   5%
Ceremony location fee _____	Photographer's fee _____	Ceremony decorations _____	Honor Attendant Gifts _____
Officiant's fee _____	Engagement portrait _____	Couple's bouquet(s) _____	Partner 1's gifts _____
Reception-site fee _____	Parents' albums _____	Flower attendant's _____	Partner 2's gifts _____
Food _____	Additional prints _____	accessories _____	Child attendants' gifts _____
Cake _____	Videography _____	Corsages _____	Partner 1 parents' gifts _____
Bar _____	Ceremony music _____	Boutonnieres _____	Partner 2 parents' gifts _____
Rentals _____	Cocktail-hour music _____	Reception centerpieces _____	Guest-room gifts _____
Couple's transportation _____	Reception music _____	& decorations _____	Favors _____
Guests' transportation _____	Save-the-date cards _____	<b>ATTIRE   10%</b>	Ring pillow _____
& parking _____	Invitations/envelopes _____	Wedding dress _____	Guest book _____
Tips & coat check _____	Programs _____	Headpiece & veil _____	<b>total</b> _____
<b>total</b> _____	Cards: seating/place/menu _____	Partner 1's shoes _____	
	Thank-you notes _____	Lingerie _____	
	Postage _____	Jewelry & accessories _____	
	Calligraphy _____	Hair & makeup _____	
	Announcements _____	Wedding tuxedo/suit _____	
		Partner 2's shoes _____	
		Partner 2's accessories _____	
		Wedding rings _____	
	<b>total</b> _____		<b>total</b> _____
			<i>grand total</i> _____

## LOCAL TIP

With popular venues, there can be a lot of competition to book them. Our tip is to decide which is more essential to you: the date or the venue. If you have your heart set on a specific time of year that is popular, consider a weekday, Friday or Sunday date instead. Those days are not only easier to reserve but can also cost less in rental fees and have lower catering minimums to meet. Remember to reserve them as soon as possible.

# Day-of timeline

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	_____
_____ Wedding parties needed at first location	_____
_____ Hair & makeup starts	_____
_____ Photography coverage begins	_____
_____ Hair & makeup finishes	_____
_____ Partner 1 attendants dressed & ready	_____
_____ Partner 1 dressed & ready	_____
_____ Partner 2 and attendants dressed & ready	_____
_____ First look	_____
_____ Leave for ceremony	_____
_____ Ceremony begins	_____
_____ Ceremony ends	_____
_____ Cocktail hour (1 hour)	_____
_____ Family photos (during cocktail hour)	_____
_____ Wedding 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	_____
_____ Couple exit	_____
_____ Photography coverage ends	_____

## LOCAL TIP

Look for little ways to add local flavor to your day. For example, have trays of bagels or baked goods from beloved local bakeries on hand in the getting-ready spaces. In Charlottesville, we love Bodo's Bagels and MarieBette Café & Bakery. We recommend Dolce & Ciabatta Bakery and Red Truck Bakery for our Loudoun County couples and Shenandoah Bakery for celebrations in the Valley.

# 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 time frame?
- 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?
- 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?

## LOCAL TIPS

The Blue Ridge Mountains and vineyards are two of the most beloved backdrops for weddings here in Virginia Wine Country. If either is part of your vision, confirm that your ceremony space includes one of these vistas and is also accessible for guests.

Because Virginia Wine Country is a rural area, buses are highly recommended for wedding guest transportation. Buses are popular, though, and need to be reserved early. Also, confirm that your venue can accommodate buses, as they do require space for turning around and loading/unloading guests.

## 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 time frame?
- 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 head count due?
- Are there bathrooms on-site?
- Are tables, chairs, tableware and linens included in 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 is space to sketch out your wedding weekend itinerary with some ideas to get you started.

- 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 a 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 wedding party proposal cards
- Destination weddings: send save-the-date cards

### 6-9 MONTHS BEFORE

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

### 4-6 MONTHS BEFORE

- Determine your day-of paper needs, like programs, menus & place cards
- Order rehearsal dinner invitations
- Order wedding invitations
- Order postage for invitations
- Order wedding guestbook
- Order bachelor/ette 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, welcome sign & wedding favor tags/labels
- Order notes & tags for welcome bags

### 1-2 MONTHS BEFORE

- Finalize RSVPs
- Sketch out your seating chart
- Order a seating chart or escort cards
- Order place cards
- Order table numbers
- Order 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
- Wedding party proposal cards
- Save-the-date cards
- Wedding shower invitations
- Rehearsal dinner invitations
- Bachelor/ette party invitations

### INVITATION SUITE

- Wedding invitations
- RSVP cards
- Accommodation cards (optional)
- Reception cards (optional)
- Website details cards (optional)
- Details cards (optional)

### 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 couple 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
- Celebrating 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 skin care 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
- 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 wedding 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

# attendant notes

## DAY-OF CHECKLIST

- \_\_\_\_\_ Wedding rings
- \_\_\_\_\_ Vows
- \_\_\_\_\_ Toasts
- \_\_\_\_\_ Wallet (Driver's license, credit cards)
- \_\_\_\_\_ Cologne
- \_\_\_\_\_ Toothbrush, toothpaste, mouthwash & breath mints
- \_\_\_\_\_ Tuxedo/suit (with all components) & cuff links
- \_\_\_\_\_ 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

- Wedding couple's bouquet(s)/boutonnieres
- Wedding couple's headpiece(s)
- Honor attendant's bouquet (s)
- Wedding party bouquets
- Flower bearer's headpiece & basket
- Wedding party 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
- Wedding couple's chair decorations
- Buffet table decorations
- Cake & cake table decorations
- Powder room arrangements
- Other

# flower planner

## LOCAL TIP

The Dogwood is not only a blooming tree but also the official flower of Virginia. It blooms in spring, making it an ideal choice for spring weddings in Virginia Wine Country. The leaves also make a beautiful addition as greenery for summer and fall weddings.

## NOTES

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# 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

## FLORAL TIP

Consider ordering a "tossing" bouquet if you want to enjoy that tradition but also keep your wedding bouquet.

# artful gifts

### WELCOME GIFT ESSENTIALS

- Water (box or bottle)
- Local sweet or savory snacks are popular
- Fresh fruit (local orchard apples or peaches are a fun touch)
- Mints or other local candies
- Mini hangover kit: painkillers, eye masks and a vitamin C powder
- Wedding weekend itinerary (don't forget your wedding hashtag)
- Guidebook or map of the area
- A note thanking them for coming
- All enclosed in a pretty bag, box, basket or tote for easy travel

### WELCOME GIFT SPLURGES

- Bottles or cans of local wine, beer or cider
- A postcard, magnet or other souvenir from the area
- Locally made soap or lip balm
- Warm weather weddings: mini sunscreen, after sun or bug spray
- Cold weather weddings: hand warmers, pashminas or umbrellas
- Something personal (a sachet, deck of cards or a candle you love)
- A small toy or activity book with crayons for children

### NOTES

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# 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](http://WineAndCountryWeddings.com/PlannerDownloads).

## GUEST LIST

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

E-mail \_\_\_\_\_

Gift \_\_\_\_\_

Save-the-date sent

Invitation sent

RSVP tracking card number

RSVP received

Thank you sent

Number attending

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

E-mail \_\_\_\_\_

Gift \_\_\_\_\_

Save-the-date sent

Invitation sent

RSVP tracking card number

RSVP received

Thank you sent

Number attending

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

E-mail \_\_\_\_\_

Gift \_\_\_\_\_

Save-the-date sent

Invitation sent

RSVP tracking card number

RSVP received

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) \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

E-mail \_\_\_\_\_

Gift \_\_\_\_\_

Save-the-date sent

Invitation sent

RSVP tracking card number

RSVP received

Thank you sent

Number attending

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

E-mail \_\_\_\_\_

Gift \_\_\_\_\_

Save-the-date sent

Invitation sent

RSVP tracking card number

RSVP received

Thank you sent

Number attending

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

E-mail \_\_\_\_\_

Gift \_\_\_\_\_

Save-the-date sent

Invitation sent

RSVP tracking card number

RSVP received

Thank you sent

Number attending

# seating planner

While some couples might shy away from the perceived formality of assigned seating, the practice can greatly help ease guest anxiety or confusion. A seating guide makes the process of settling into seats more efficient and comfortable for everyone. Remember, this age-old practice is just as beneficial for casual and/or buffet meals as it is for formal sit-down dinners. Download additional copies from our website: [WineAndCountryWeddings.com/PlannerDownloads](http://WineAndCountryWeddings.com/PlannerDownloads).

Table No. \_\_\_\_\_

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# seating planner

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# tasting notes

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**LOCAL WINE TIP**

Celebrate being in wine country by sharing special local reserve wines and offering a "tasting course" at some point during your meal or cocktail hour. Like an amuse bouche, it will intrigue your guests and add a special connection to the land on your special day.

# 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 anything else you want your photographer to also capture on film, and what images you want in color vs. black and white.

## PORTRAITS

- \_\_\_\_\_ Partner 1
- \_\_\_\_\_ Partner 2
- \_\_\_\_\_ Wedding couple
- \_\_\_\_\_ Wedding couple with outfit details
- \_\_\_\_\_ Partner 1 with honor attendant(s)
- \_\_\_\_\_ Partner 1 with attendants
- \_\_\_\_\_ Partner 2 with honor attendant
- \_\_\_\_\_ Partner 2 with attendants
- \_\_\_\_\_ Ring & flower bearers
- \_\_\_\_\_ Entire wedding party
- \_\_\_\_\_ Partner 1 with parents
- \_\_\_\_\_ Partner 2 with parents
- \_\_\_\_\_ Wedding couple with partner 1's parents
- \_\_\_\_\_ Wedding couple with partner 1's family
- \_\_\_\_\_ Wedding couple with partner 2's parents
- \_\_\_\_\_ Wedding couple with partner 2's family
- \_\_\_\_\_ Wedding couple with both sets of parents
- \_\_\_\_\_ Partner 1 & attendants getting ready
- \_\_\_\_\_ Partner 2 & attendants getting ready
- \_\_\_\_\_ Parent/honor attendant helping couple get ready
- \_\_\_\_\_ Reception site being set up
- \_\_\_\_\_ Partner 1 leaving for ceremony
- \_\_\_\_\_ Partner 2 leaving for ceremony

## PRE-WEDDING *and* RECEPTION

- \_\_\_\_\_ Wedding outfits & personal touches
- \_\_\_\_\_ Elements of paper suite
- \_\_\_\_\_ Ceremony site details
- \_\_\_\_\_ Ushers escorting special guests to their seats
- \_\_\_\_\_ Parents entering
- \_\_\_\_\_ Attendants walking down the aisle
- \_\_\_\_\_ Wedding party at ceremony spot awaiting Partner(s)
- \_\_\_\_\_ Partner(s) walking down the aisle
- \_\_\_\_\_ Vows being exchanged
- \_\_\_\_\_ Wedding kiss
- \_\_\_\_\_ Wedding couple leading recessional
- \_\_\_\_\_ Guests throwing rice/flower petals
- \_\_\_\_\_ Signing of wedding certificate
- \_\_\_\_\_ Wedding couple'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
- \_\_\_\_\_ Wedding couple listening to toasts
- \_\_\_\_\_ Group pictures of guests at each table
- \_\_\_\_\_ Wedding couple's first dance
- \_\_\_\_\_ Dances with parents & other dances
- \_\_\_\_\_ Wedding cake and cake cutting
- \_\_\_\_\_ Guest Favors
- \_\_\_\_\_ Exit/Send-off moment



# 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				