



*I Do Idaho Weddings and Events*

*Wedding Planner Guide*

## *AT A GLANCE*

*Bride*

*Groom*

*Wedding date*

*Colors*

*Bridesmaids*

*Groomsmen*

*Venue*

*Officiant*

*Photographer*

*DJ/BAND*

*Caterer*

*Cake*

*Flowers/Decor*

*Honeymoon*



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# *TIMELINE*

## *12 –14 months before*

- ▽ *Set the Date*
- ▽ *Book the venue*
- ▽ *Choose theme. Colors/ style*
- ▽ *Set Budget*
- ▽ *Hire wedding planner/ coordinator*

## *10-12 months before*

- ▽ *Book Photographer/ Videographer*
- ▽ *Book DJ/Band*
- ▽ *Book caterer*
- ▽ *Book Officiant*
- ▽ *Put together guest list*



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## *8-10 months before*

- ▽ *Choose your wedding stationary*
- ▽ *Order save the date cards*
- ▽ *Create Registry*
- ▽ *Block hotel rooms for out of town guests*
- ▽ *Formalize the wedding party*

## *6-8 months before*

- ▽ *Purchase Wedding dress*
- ▽ *Purchase bridesmaid/flower girl dresses*
- ▽ *Meet with Florist/ décor company*
- ▽ *Plan Honeymoon*
- ▽ *Send out save the date cards*



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### *4-6 months before*

- ▽ *Order wedding invitations and RSVP cards*
- ▽ *Order Cake*
- ▽ *Purchase suits for groom, groomsmen, ring bearer*
- ▽ *Create wedding schedule with planner and/or DJ*
- ▽ *Finalize set up with venue/ rent tables and chairs if necessary*

### *2-4 months before*

- ▽ *Send invitations and start collecting RSVPs*
- ▽ *Begin dress fittings/ alterations*
- ▽ *Ask those giving speeches*
- ▽ *Purchase/size rings*
- ▽ *Arrange transportation that is necessary*



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## *1-2 months before*

- ▽ *Get marriage license*
- ▽ *Meet with photographer/videographer and decide shot list*
- ▽ *Make seating chart and decide how you'll display it*
- ▽ *Decide on and assemble wedding favors*
- ▽ *Set hair/makeup appointments*
- ▽ *Purchase guest book and pen/cake cutters/ tradition requirements (unity candle, something blue, etc), flower girl basket and petals/ ring bearer box, garter*

## *2 weeks-1 month before*

- ▽ *Finalize dress and suit fittings*
- ▽ *Finalize wedding vows/ readings with officiant*
- ▽ *Prepare and send day of schedule to wedding party and vendors*



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### *1-2 weeks before*

- ▽ *Send out final payments*
- ▽ *Confirm final guest count and timeline with vendors*
- ▽ *Pick up dress and suits*
- ▽ *Bachelor/Bridal parties*

### *1 day before*

- ▽ *Manicure/pedicure*
- ▽ *Haircut for groom/groomsmen*
- ▽ *Have rehearsal*
- ▽ *Set up/decorate venue*
- ▽ *Attend rehearsal dinner*
- ▽ *Give gifts to your wedding party*
- ▽ *Get a good night's sleep!*



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## *THE BIG DAY!*

- ▽ *Eat a sensible breakfast to keep your energy up*
- ▽ *Hair and makeup*
- ▽ *Get dressed*
- ▽ *Get MARRIED*
- ▽ *Make your rounds*
- ▽ *Enjoy some cake*
- ▽ *Tip your vendors*
- ▽ *Dance the night away!*



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## *WHAT DO I DO AFTER MY WEDDING?*

- ▽ *If you're heading to your honeymoon right away, you need to designate someone to store your gifts and return suits or tuxedos, and rental items such as décor, tables and chairs*
- ▽ *Marriage license; your officiant can mail in your license for you, and it should be registered with in 10-14 days. You can also keep hold of your license and mail it in yourself, or take it back in to the clerk's office where you got it and start your name change documents all at once (if you are changing your name)*
- ▽ *Open your gifts, and send thank you cards to the guests that gave them to you*
- ▽ *Start the process of changing your name (if you are); Drivers license or ID, Social Security Card, banks, hospital records, legal documents, investments, retirement account. Because all states have a different process Google the process for your state.*
- ▽ *Preserve dress, contact your local dry cleaners and see if they offer this service*
- ▽ *Review your wedding vendors on Facebook, Yelp, Google Business page to help other brides looking at these same vendors*





*BUDGET*

# *Wedding Budget Planner*

TOTAL BUDGET \_\_\_\_\_

	BUDGETED	ESTIMATE	SPENT
<b>PLANNING</b>			
Wedding Planner/ Coordinator			
Bridal Binder			
Marriage preparation course			
<b>TOTAL</b>			
<b>STATIONARY</b>			
Save the date cards			
Invitations/ RSVP cards			
Thank You cards			
Postage (invitations and RSVP cards)			
Ceremony Program			
Place cards			
Guest Book and Pen			
Seating Plan Display			
<b>TOTAL</b>			
<b>PHOTOGRAPHY AND VIDEO</b>			
Engagement Photography			
Wedding Photography			
Videography			
Photo Prints for Bride and Groom			
Photo Prints for Invitations			
Photo Album for Bride and Groom			
Photo Booth			
other			
other			
<b>TOTAL</b>			



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	BUDGETED	ESTIMATE	SPENT
<b>BRIDAL ATTIRE</b>			
Wedding Dress			
Wedding dress alterations			
Veil/Headpiece			
Jewelry			
Shoes			
Garter			
Lingerie			
Manicure/Pedicure			
Hair/Makeup			
<b>TOTAL</b>			
<b>GROOMS ATIRE</b>			
Tuxedo or Suit			
Shoes			
Accessories (cufflinks, watch, tie clip, tie/vest)			
Hair cut			
<b>TOTAL</b>			
<b>FLORAL</b>			
Bridal bouquet			
Bridesmaids' bouquets			
Grooms boutonniere			
Groomsmen boutonnieres			
Parents corsages/boutonnieres			
Flower girl petals			
Ring Bearer boutonniere			
Table centerpieces ( guest tables, head table, cake			
Toss Bouquet			
Delivery/ Set up			
<b>TOTAL</b>			



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	BUDGETED	ESTIMATE	SPENT
<b>WEDDING RINGS</b>			
Bride's Ring			
Groom's Ring			
Ring Sizing			
<b>TOTAL</b>			
<b>CEREMONY</b>			
Marriage License			
Venue Fee			
Officiant Fee			
Accessories (unity candle, sand ceremony vases)			
<b>TOTAL</b>			
<b>TRANSPORTATION</b>			
Limousine/Carriage, Taxi			
Transport of out of town guests			
other			
<b>TOTAL</b>			
<b>FAVORS</b>			
Gifts for out of town gifts			
Bridesmaids gifts			
Groomsmen Gifts			
Flower girl/ring bearer gifts			
other			
<b>TOTAL</b>			
<b>COCKTAIL HOUR</b>			
Cocktail hour food and service			
Cocktail hour beverages			
Cocktail hour music			
<b>TOTAL</b>			



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	BUDGETED	ESTIMATE	SPENT
<b>REHEARSAL DINNER</b>			
Dinner			
Decor			
<b>TOTAL</b>			
<b>RECEPTION</b>			
Venue Rental (if different from ceremony venue)			
Table and chair rental			
Reception meal and service			
Glassware rental			
Table Linens			
Alcohol			
Bartender fee			
Non Alcoholic Beverages			
Cake			
Cake cutting serving set and topper			
Cake cutting service fee			
Reception music (DJ or Band)			
Dance floor rental			
Wedding favors			
Liability Insurance			
Cleaning Fee			
Vendor Tips			
Other			
Other			
Other			
Other			
<b>TOTAL</b>			



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## *INITIAL TIME LINE DAY OF WEDDING*

Description	Time	Person Responsible
Wake Up! It's your WEDDING DAY!!!		
Breakfast - Make sure you eat well as it's a long day		
Hair & Make Up		
Dressing		
Photographer arrives for before ceremony photos		
Videographer arrives		
Pictures of bride getting ready		
Pictures of groom getting ready		
Collect corsages & boutonnieres and assist with pinning		
Flowers delivered to ceremony & reception venues		
Depart for ceremony - groom		
Wedding transport arrives - bride and attendants		
Ushers to arrive at ceremony venue		
Parents arrive at ceremony venue		
Greet guests and usher to seats		
Groom arrives at ceremony venue		
Bride arrives at ceremony		
Photos of bride arriving		
Ceremony starts		
Family Photos		
Wedding Party Photos at ceremony venue		
Additional photos with wedding party at another venue		
Transportation for wedding party		
DJ / Musicians arrive at reception venue		
Drive to reception venue		
Cocktail Reception for guests at reception venue		
Guests all seated at venue		
Bride & Groom/Wedding Party entrance		
Open Buffet / Dinner starts		
Cutting of the Cakes		
Toasts		
Speeches		
1st Dance		
Father / Daughter Dance		
Mother / Son Dance		
Games (shoe game, anniversary dance)		
Garter / Bouquet Toss		
Final Dance		
Bride and Groom leave reception		







*HERE'S SOME ADVICE*

*REMEMBER, THIS IS YOUR DAY.... YOUR WAY!*



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