

# Vendor Contact List

Use this guide to keep all numbers in one place.

## Cake Baker

name:

address:

phone:

cell phone:

## Florist

name:

address:

phone:

cell phone:

## Reception Venue

name:

address:

phone:

cell phone:

## Caterer

name:

address:

phone:

cell phone:

## Musician or DJ

name:

address:

phone:

cell phone:

## Stationer

name:

address:

phone:

cell phone:

## Ceremony Venue

name:

address:

phone:

cell phone:

## Officiant

name:

address:

phone:

cell phone:

## Videographer

name:

address:

phone:

cell phone:

## Dress Maker

name:

address:

phone:

cell phone:

## Photographer

name:

address:

phone:

cell phone:

## Wedding Planner

name:

address:

phone:

cell phone:

# Wedding Party Contact List

Maid of Honor

name:

address:

phone:

cell phone:

Best Man

name:

address:

phone:

cell phone:

Flower Girl

name:

address:

phone:

cell phone:

Bridesmaid

name:

address:

phone:

cell phone:

Groomsman

name:

address:

phone:

cell phone:

Ring Bearer

name:

address:

phone:

cell phone:

Bridesmaid

name:

address:

phone:

cell phone:

Groomsman

name:

address:

phone:

cell phone:

Usher

name:

address:

phone:

cell phone:

Bridesmaid

name:

address:

phone:

cell phone:

Groomsman

name:

address:

phone:

cell phone:

Usher

name:

address:

phone:

cell phone:

# Wedding Party Contact List

## Bridesmaid

name:

address:

phone:

cell phone:

## Groomsman

name:

address:

phone:

cell phone:

name:

address:

phone:

cell phone:

## Bridesmaid

name:

address:

phone:

cell phone:

## Groomsman

name:

address:

phone:

cell phone:

name:

address:

phone:

cell phone:

## Bridesmaid

name:

address:

phone:

cell phone:

## Groomsman

name:

address:

phone:

cell phone:

name:

address:

phone:

cell phone:

name:

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# Wedding Day Timeline

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# Order of Ceremony

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# List of Processionals & Recessional Order

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# Reception Music

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# Reception Timeline

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# Must Have Photo List

Keep a running list of photos that have inspired you or specific shots you want. Give the list to the photographer so that you don't miss any of the special shots you wanted. Chances are there will be other things on your mind and you might forget one or two.... or ten.

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# Reception Ideas

List of inspiring thoughts, fun elements to include or anything that strikes your fancy.

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# Dress Notes

Keep track of stores you're gone to, stores you would like to go to, ideas for color/style/fit and potential options.

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# Venues

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Keep track of venues you have gone to, would **LIKE** to go to and any special notes about each one to help narrow it down.

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# Inspiration

Any and everything. Write down your crazy ideas even if they seem to simple or grand.

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# Flower Ideas

Bridal Bouquet

Bridesmaid Bouquet

Flower Girl Arrangements

Corsages

Boutonnieres

Ceremony Arrangements

Reception Centerpieces

Etc....

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# Checklist

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## 9 - 12 MONTHS BEFORE

- Set a budget, and determine how costs will be divided.
  - Select a date and reserve venue.
  - Start the guest list to get your best cost estimate.
  - Find an officiant.
  - Start a separate folder for receipts.
  - Select your wedding party.
  - Hire a planner or day-of coordinator.
  - Book a florist, photographer, and DJ or band.
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## 6 - 9 MONTHS BEFORE

- Find a caterer if the venue doesn't offer one.
  - Choose bridesmaids' attire.
  - Register for gifts.
  - Start planning your honeymoon.
  - Select and order a bridal gown.
  - Create a wedding website.
  - Arrange transportation
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## 4 - 6 MONTHS BEFORE

- Finalize guest list
- Send save-the-date announcements.
- Reserve any rental items for ceremony or reception.
- Shop for Wedding invitations.
- Finalize a date, time, and location for rehearsal dinner.
- Choose ceremony readings and reach out to readers
- Arrange room blocks at hotels for out-of-town guests.
- Meet with your officiant.



## 2 - 4 MONTHS BEFORE

- Mail invitations.
  - Shop for your wedding rings.
  - Order wedding cake.
  - Obtain Marriage license after 90-day mark.
  - Find your makeup artist and hairstylist, and make your day-of and trial-run appointments.
  - Purchase favors and gifts for welcome baskets
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## 6 - 8 WEEKS BEFORE

- Send rehearsal dinner invitations.
  - Reserve tuxedos for groomsmen.
  - Finalize the menu and the flowers.
  - Meet with vendors to work out details.
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## 2 - 6 WEEKS BEFORE

- Print seating cards and programs.
  - Create seating plan and wedding weekend time line.
  - Have your final dress fitting.
  - Write vows.
  - Finalize all details and confirm with vendors.
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## 1 WEEK BEFORE

- Expect lots of last-minute things to come up so try not to save anything that could have been finished sooner.
- Confirm arrival times with vendors and wedding party.
- Set aside checks or tips to distribute to vendors.
- Delegate tasks to wedding party.

# Honeymoon Ideas

What type of a honeymoon are you looking for? Fun and adventurous or calm and relaxing? Write it all down here.

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# Random Thoughts

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