



Kansas State University Agricultural Experiment Station and Cooperative Extension Service



PLANNING YOUR Wedding

Wedding Planning Ac	tion	Doing It	Completed
Engagement			
Announce to family and friends			
Set the date			
Buy engagement ring(s) or wedding	set		
Have engagement photo(s) taken			
Let's Get the Ball Roll	ing!	Notes and Numbers	
Number of guests			
Budget			
Who's paying for what and/or co	ontributing		
Wedding Party			
Maid/Matron of Honor and Bridesn	naids		
Best Man and Groomsmen			
Flower Girl and Ring Bearer			
Ushers			
Venue			
Ceremony – Deposit of \$	lue by		
Reception – Deposit of \$ of	lue by		
Set up wedding website or Facebook p	bage		
Open Pinterest account			







Pros and Vendors	Having one?	Agree- ment Signed	Amount Budgeted	Amount Spent
Officiant				
Planner – Deposit of \$ due by				
Caterer – Deposit of \$ due by				
Bartender – Deposit of \$ due by				
Cake baker – Deposit of \$ due by				
Photographer – Deposit of \$ due by				
Graphic designer – Deposit of \$ due by				
Save-the-Date cards				
Invitations and RSVPs				
Wedding programs				
Thank-you cards				
Florist – Deposit of \$ due by				
Band or D.J. – Deposit of \$ due by				
Hairstylist				
Makeup artist				
Limousine/Other transportation				
Miscellaneous rentals				
– Deposit of \$ due by				
– Deposit of \$ due by				
– Deposit of \$ due by				
– Deposit of \$ due by				
Doing Ourselves		In Proces	s C	ompleted
Food				
Appetizers				
Entrée(s)				
Side dishes				
Desserts				
Cake				
Drinks				
Video				
Flowers				
Bouquets and corsages				
Boutonnières				

Floral centerpieces

Music/entertainment

Hair

Floral decorations (ceremony) Floral decorations (reception)





MakeupFavorsCenterpiecesDecorationsItems to Plan ForWedding BandsHis	In Process	Completed
CenterpiecesImage: CenterpiecesDecorationsImage: CenterpiecesItems to Plan ForImage: CenterpiecesWedding BandsImage: Centerpieces	In Process	Completed
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Decorations Items to Plan For Vedding Bands	In Process	Completed
Wedding Bands	In Process	Completed
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His		
Hers		
Wedding Party Attire		
Bride		
Gown/Veil/Headpiece		
Shoes		
Jewelry		
Garter		
Groom and Groomsmen		
Tuxedos/Suits		
Ties		
Cuff links		
Shoes		
Bridesmaids		
Gowns		
Shoes		
Hair pieces		
Jewelry		
Flower Girl		
Gown		
Shoes		
Tiara		
Ring Bearer		
Tuxedo/Suit		
Shoes		
Ceremony supplies and decorations		
Guest book and pen		
Ring bearer pillow		
Flower girl basket		
Aisle runner		
Pew decorations		
Unity candle set/sand ceremony		
Reception Decorations		
Entrance arch/or other decoration		







Items to Plan For	In Process	Completed
Backdrops		
Lighting		
Wall decorations		
Ceiling drape (gossamer or tulle)		
Head table decorations		
Centerpieces		
Table numbers		
Chair covers and sashes		
Reception supplies (or DIY supplies to make)		
Place cards/escort cards		
Card box		
Favors		
Menus		
Tablecloths		
Silverware/plastic cutlery		
Cake serving set		
Plates		
Glassware		
Don't Forget To Do	In Progress	Completed
Finalize guest list - in time to send invitations six weeks		
-		
before wedding		
before wedding Send Save-the-Date cards		
before wedding Send Save-the-Date cards Register for gifts		
before wedding Send Save-the-Date cards Register for gifts Research and meet wedding license requirements		
before wedding Send Save-the-Date cards Register for gifts Research and meet wedding license requirements Purchase wedding license		
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BridesmaidsInternational stateGroomsmenInternational stateFlower girlInternational stateRing bearerInternational stateBride's motherInternational stateGroom's motherInternational stateBride's fatherInternational stateGroom's fatherInternational stateClergy/OfticiantInternational stateDriver(s)International stateBartenderInternational stateMusicians/DJ.International stateOther:International statePack for wedding night and honeymoonInternational stateArrange for mail to be heldInternational stateGrive Maid of Honor and Best Man wedding bandsInternational stateAssign people to important tasksInternational stateMiscilante wedding party transportationInternational stateTips and remaining payments paidInternational stateGive wedding party transportationInternational stateTips and remaining payments paidInternational stateGive wedding party transportationInternational stateTips and remaining payments paidInternational stateGive wedding party giftsInternational state </th <th>The Week Before!</th> <th>In Process</th> <th>Completed</th>	The Week Before!	In Process	Completed
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Give wedding party giftsImage: Constraint of the second secon	Get manicure and last-minute beauty treatments		
Attend rehearsal and dinner			
	Go to bed early		

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Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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