THE COMPLETE

# Wedding *Planner*

*from yes to I do*

HEARTH & VOW

# Welcome

*You are getting married! Before the lists begin, take a moment to enjoy that.*

This planner takes you from "yes" to "I do" one clear step at a time. The sections run in a natural planning order, but each one stands on its own, so start wherever you are today.

## What is inside

*Eleven sections, each with its own tab*

1. **Vision & First Steps**
   The feeling, style and priorities, before you book.
2. **Timeline & Checklists**
   Checklists for each stage, calendars and to-dos.
3. **Budget**
   Set your number, share it out, track every payment.
4. **Guests & Seating**
   Guest lists, replies, meal choices and seating.
5. **Venue & Vendors**
   Compare venues and vendors, and know what to ask.
6. **Style & Attire**
   Colors, flowers, stationery, outfits and rings.
7. **Ceremony**
   Paperwork, running order, music, readings and vows.
8. **Reception**
   Timeline, menu, drinks, music, toasts and layout.
9. **Wedding Party & Events**
   Your wedding party and the celebrations around it.
10. **The Big Day**
    Hour-by-hour timelines, photo lists and who does what.
11. **Honeymoon & After**
    Honeymoon plans, thank-you notes and keepsakes.

*Four habits that make planning easier*

- **Plan together, little and often.** A short weekly check-in beats a long weekend of catching up.
- **Write it down in one place.** Keep quotes, decisions and contacts here, not scattered across messages.
- **Work one checklist at a time.** Only look at the stage you are in; the rest can wait.
- **Keep "Our Wedding at a Glance" up to date.** It becomes the page you reach for most.

*Plan the day you want to remember, not the one you think you are supposed to have.*

A NOTE TO EACH OTHER, WRITTEN THE DAY WE STARTED PLANNING

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WELCOME

# Our Wedding at a Glance

*The key facts on one page. Fill it in as decisions are made.*

WEDDING DATE _____ GUEST COUNT _____ TOTAL BUDGET _____

CEREMONY VENUE _____ CEREMONY TIME _____

RECEPTION VENUE _____ RECEPTION TIME _____

## Our day in three words

1 _____

2 _____

3 _____

## Our colors

## Key contacts

*Full details in Venue & Vendors*

| ROLE | NAME | PHONE | EMAIL |
|---|---|---|---|
| Venue | | | |
| Officiant | | | |
| Planner / coordinator | | | |
| Caterer | | | |
| Photographer | | | |
| Florist | | | |
| Music | | | |
| | | | |
| | | | |

## Key dates

| WHAT | DATE |
|---|---|
| Save-the-dates sent | |
| Invitations sent | |
| RSVP deadline | |
| Final numbers to caterer | |
| Rehearsal | |
| Final payments due | |

## Things we never want to forget

# Our Vision



*Answer these together, somewhere comfortable, before you book a single thing. There are no wrong answers.*

*When we picture the day, what do we see first?*

*How do we want our guests to feel?*

*What do we want to remember most, ten years from now?*

## Where do we sit?

*Mark a circle on each line*

| | |
|---|---|
| *Intimate* | *Big celebration* |
| *Classic* | *Modern* |
| *Formal* | *Relaxed* |
| *Close to home* | *Destination* |
| *Daytime* | *Late night* |
| *Traditional* | *Our own way* |

## Our top five priorities

1

2

3

4

5

## First instincts

*Pencil, not pen*

GUESTS, ROUGHLY

WHERE IN THE WORLD

SEASON OR YEAR

KIND OF CEREMONY

OUR DAY, DESCRIBED AS IF IT HAS ALREADY HAPPENED

# 12+ Months Before



*The big decisions that shape everything else. Take them one at a time, and celebrate each one.*

- [ ] Enjoy being engaged. Tell family and close friends before posting anything online.
- [ ] Talk through the day you both want: size, formality, season, location. *Our Vision* helps.
- [ ] Agree on a total budget, who is contributing, and how you will hold and track the money.
- [ ] Draft a tiered guest list (A: must invite, B: would like to) for a realistic headcount.
- [ ] Choose two or three possible dates; check holidays, school breaks and family commitments.
- [ ] Research the legal requirements where you will marry: notice periods, residency, documents.
- [ ] Shortlist and visit venues; ask for written quotes including tax and service charges. *Popular dates go first.*
- [ ] Decide on a full planner, partial planner or day-of coordinator, and book if you want one.
- [ ] Set up a shared wedding email address, a cloud folder and your budget and guest lists.
- [ ] Look into wedding insurance before you pay any large deposits.
- [ ] Insure any engagement ring and have it sized if needed.
- [ ] Start an inspiration board for colors, mood, flowers and attire.
- [ ] Plan an engagement party, if you want one.
- [ ] Marrying in a place of worship? Speak to them early, as popular ones book up far ahead.

*Planning a destination wedding?*

As a rough guide, start 12–18 months ahead, send save-the-dates early, and check passport and visa rules for you and your guests.

## Our own tasks

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

# Budget Plan

*Decide where the money goes before you start booking. Your shares should add up to 100%.*

COMFORTABLE TOTAL _____ GUEST COUNT _____

| CATEGORY | TYPICAL SHARE* | OUR % | OUR AMOUNT | NOTES |
|---|---|---|---|---|
| Venue & catering | 40–50% | | | |
| Photography & film | 10–15% | | | |
| Attire & beauty | 6–10% | | | |
| Flowers & décor | 8–13% | | | |
| Music & entertainment | 5–8% | | | |
| Stationery | 1–3% | | | |
| Ceremony | 1–2% | | | |
| Rings | 2–5% | | | |
| Transport & stays | 1–2% | | | |
| Gifts & favors | 1–2% | | | |
| Planning & admin | 4–8% | | | |
| Other events & honeymoon | Set your own | | | |
| Contingency | 10–15% | | | |
| TOTAL | | 100% | | |

**A rough guide from US cost surveys; shares vary by country, season and priorities. Planning & admin is near zero without a planner. Leave contingency unspent until needed. The engagement ring and honeymoon are often budgeted separately.*

## Where we will splurge

_____

_____

_____

_____

_____

## Where we will save

_____

_____

_____

_____

_____

# Guest List

*One line per household or invitation. Party = people invited on that invitation; Attending = how many said yes.*

| # | NAME(S) | PARTY | SAVE THE DATE | INVITE SENT | RSVP | ATTENDING | MEAL | TABLE |
|---|---|---|---|---|---|---|---|---|
| 1 | | | ☐ | ☐ | Y / N | | | |
| 2 | | | ☐ | ☐ | Y / N | | | |
| 3 | | | ☐ | ☐ | Y / N | | | |
| 4 | | | ☐ | ☐ | Y / N | | | |
| 5 | | | ☐ | ☐ | Y / N | | | |
| 6 | | | ☐ | ☐ | Y / N | | | |
| 7 | | | ☐ | ☐ | Y / N | | | |
| 8 | | | ☐ | ☐ | Y / N | | | |
| 9 | | | ☐ | ☐ | Y / N | | | |
| 10 | | | ☐ | ☐ | Y / N | | | |
| 11 | | | ☐ | ☐ | Y / N | | | |
| 12 | | | ☐ | ☐ | Y / N | | | |
| 13 | | | ☐ | ☐ | Y / N | | | |
| 14 | | | ☐ | ☐ | Y / N | | | |
| 15 | | | ☐ | ☐ | Y / N | | | |
| 16 | | | ☐ | ☐ | Y / N | | | |
| 17 | | | ☐ | ☐ | Y / N | | | |
| 18 | | | ☐ | ☐ | Y / N | | | |
| 19 | | | ☐ | ☐ | Y / N | | | |
| 20 | | | ☐ | ☐ | Y / N | | | |
| 21 | | | ☐ | ☐ | Y / N | | | |
| 22 | | | ☐ | ☐ | Y / N | | | |
| 23 | | | ☐ | ☐ | Y / N | | | |
| 24 | | | ☐ | ☐ | Y / N | | | |
| 25 | | | ☐ | ☐ | Y / N | | | |
| | PAGE TOTAL | | | | | | | |

# Venue Comparison

*Visit with the same questions each time, then compare your top three side by side.*

| COMPARE | VENUE A | VENUE B | VENUE C |
|---|---|---|---|
| Name & contact | | | |
| Location & travel time | | | |
| Available dates | | | |
| Capacity: seated / standing | | | |
| Rental fee & what it includes | | | |
| Minimum spend or guests | | | |
| Catering: in-house or own? | | | |
| Alcohol & corkage | | | |
| Ceremony on site? | | | |
| Getting-ready rooms | | | |
| Bad-weather plan | | | |
| Parking & step-free access | | | |
| Curfew & noise limits | | | |
| Other events that day? | | | |
| Estimated total cost | | | |
| Atmosphere | ○ ○ ○ ○ ○ | ○ ○ ○ ○ ○ | ○ ○ ○ ○ ○ |
| Staff & responsiveness | ○ ○ ○ ○ ○ | ○ ○ ○ ○ ○ | ○ ○ ○ ○ ○ |
| Overall feeling | ○ ○ ○ ○ ○ | ○ ○ ○ ○ ○ | ○ ○ ○ ○ ○ |

OUR DECISION, AND WHY

# Order of Ceremony

*Check off the elements you want, then write your own running order with your officiant. Most ceremonies keep a similar arc: arrive, promise, celebrate.*

## Common elements

- ☐ Prelude music
- ☐ Seating of family
- ☐ Processional
- ☐ Welcome
- ☐ Reading(s)
- ☐ Address or homily
- ☐ Declarations
- ☐ Vows
- ☐ Exchange of rings
- ☐ Ritual
- ☐ Blessing or prayer
- ☐ Music or hymn
- ☐ Pronouncement
- ☐ Kiss or embrace
- ☐ Signing
- ☐ Recessional

## Our running order

| # | ELEMENT | WHO | WORDS, MUSIC OR PROPS | MINS |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| | TOTAL LENGTH | | | |

*As a rough guide, many ceremonies last 20–30 minutes; religious and cultural ceremonies can run an hour or more. Ask your officiant.*

# Sample Wedding-Day Timelines

*Two worked examples to borrow from, both with a first look.*
*Use them as a guide, then build your own on the next pages.*

## Late-afternoon ceremony

*Reception ends 10 pm*

| TIME | WHAT HAPPENS |
|---|---|
| **8:00 am** | Wake, breakfast, hand over the timeline |
| **9:00 am** | Hair and makeup begin, attendants first |
| **10:00 am** | Venue set-up: rentals, florist, décor |
| **11:30 am** | Lunch for the getting-ready rooms |
| **12:30 pm** | Photographer arrives: details, candids |
| **1:15 pm** | Getting dressed; reveal to family |
| **1:45 pm** | First look and couple portraits |
| **2:30 pm** | Wedding party photos |
| **3:10 pm** | Immediate-family photos |
| **3:30 pm** | Sound check; cake and music arrive |
| **3:45 pm** | Couple rests out of sight; ushers ready |
| **4:00 pm** | Guests arrive; prelude music |
| **4:30 pm** | Ceremony (walk in around 4:35) |
| **5:00 pm** | Signing, recessional, confetti |
| **5:05 pm** | Drinks hour; large group photos |
| **5:55 pm** | Guests seated |
| **6:10 pm** | Grand entrance, first dance, welcome |
| **6:25 pm** | Dinner; vendor meals once mains are out |
| **7:30 pm** | Toasts |
| **7:50 pm** | Cake cutting; sunset portraits |
| **8:00 pm** | Family dances; dance floor opens |
| **9:20 pm** | Late-night snack |
| **9:50 pm** | Last dance |
| **10:00 pm** | Send-off; teardown begins |

## Midday ceremony

*Reception ends 5:30 pm*

| TIME | WHAT HAPPENS |
|---|---|
| **6:00 am** | Wake and breakfast |
| **6:30 am** | Hair and makeup begin |
| **8:00 am** | Venue set-up: florist, rentals, caterer |
| **8:30 am** | Photographer arrives: details, candids |
| **9:00 am** | Getting dressed |
| **9:30 am** | First look and couple portraits |
| **10:15 am** | Wedding party photos |
| **10:45 am** | Immediate-family photos |
| **11:15 am** | Couple rests; musicians set up |
| **11:30 am** | Guests arrive; prelude music |
| **12:00 pm** | Ceremony |
| **12:30 pm** | Drinks and canapés; group photos |
| **1:30 pm** | Guests seated; entrance; welcome |
| **1:45 pm** | Lunch (the "wedding breakfast" in the UK) |
| **2:45 pm** | Toasts |
| **3:10 pm** | Cake cutting; first dance |
| **3:20 pm** | Dancing, lawn games, dessert table |
| **5:15 pm** | Last dance |
| **5:30 pm** | Send-off |
| **Evening** | Optional evening party or family dinner |

### *Early-start tips*

Check the venue opens early enough, style fewer people or add a second stylist, and find shade: midday sun is harsh for portraits.

### *No first look?*

Photograph each side with their own family and attendants before the ceremony, then do the joint photos in the drinks hour and stretch it to 75–90 minutes. Shift the rest of the day 20–30 minutes later. Wherever you can, add 5–10 minute buffers between blocks and at least 15 minutes for every journey.

FREE SAMPLE

# Enjoyed These Pages?

*This sample is a small taste of the full planner. Here is what else is waiting for you.*

The complete planner takes you from the first conversation to the last thank-you note, in eleven tabbed sections designed for US Letter and A4 paper and for your tablet.

## Also inside the full planner

- A checklist for every stage, from a year out to the weeks after
- Twelve undated monthly calendars and weekly plans
- Budget plan, four tracker pages, payment schedule and tipping guide
- Guest lists, RSVP summary, dietary needs and seating plans
- Comparison pages and the questions to ask every vendor
- Style, flowers, stationery, outfits and rings
- Ceremony, vows, music, reception, toasts and the rehearsal
- Wedding-day timelines, photo shot list and emergency kit
- Honeymoon planning, gift log and keepsake pages

## Plus the bonus workbook

An Excel and Google Sheets workbook that adds up your budget, counts your RSVPs, works out task dates from your wedding date and shows everything on one dashboard.

*Get the full planner*

Visit **www.hearthandvow.com** for instant download.
Questions? Email hello@hearthandvow.com.