



ULTIMATE EVERYTHING
YOU NEED

Wedding
CHECKLIST



WWW.CITYOFCREATIVEDREAMS.COM

Congrats

BRIDE

THIS BOOK BELONGS TO:



SHANICE BANNIS

*Owner of City of
Creative Dreams*

WWW.CITYOFCREATIVEDREAMS.COM

HELLO! HELLO! HELLO!

I wanted to take a minute to say hi to you.

Hello!

My name is Shanice Bannis. I am the owner, creator and overall person behind City of Creative Dreams.

Since 2012, I have been making others (like you) life a little easier with creative and affordable solutions for homes, weddings and natural lifestyles. I simply want to share my knowledge with others with the benefit of making their lives simpler. That is why I am deeply honoured to have you enjoy these customized printables collections. I hope this collection gives you a helping hand in your already incredibly awesome life!

WEDDING

CHECKLIST

1 YEAR

- Insure your engagement ring.
- Decide whether to use the services of a wedding planner.
- Assemble approximate costs of every element.
- Discuss the wedding budget with family/friends.
- Send this initial budget to all contributors as a reference.
- Choose your wedding date (& second option).
- Visit potential wedding venues.
- Make a decision and book the reception facility.
- Arrange to meet with the ceremony officiant for availability
- Create Pinterest board for wedding

9 TO 12 MONTHS

- Try on bridal gown at shops & put deposit on your dress
- Order your wedding invitations.
- Finalize the date and time of the ceremony with clergy
- Decided on a wedding caterer to book.
- Arrange for musicians.
- Choose your wedding theme, style and wedding colors.
- Set up appointments with wedding florists.
- Choose your bridal party.

6 MONTHS

- Book wedding photographer/ videographer.
- Start your guest list.
- Decide on your bridesmaid dresses style/color.
- Order invitations, guest book and other stationery.
- Register your wedding gifts.
- Discuss honeymoon plans and visit a travel agent.
- Send out your save-the-dates.

4 MONTHS

- Order bridesmaids' dresses.
- Finalize the guest list.
- Get pass-ports in order and get any vaccinations needed.
- Order flowers.
- Do a wedding cake tasting and visit bakers.
- Decide on formal wear for the guys.
- Shop for wedding bands.
- Choose musicians and DJ/ then meet to select music.

3 MONTHS

- Who is hosting the rehearsal dinner?
- Address invitations.
- Find a hair stylist and makeup artist.
- Groom:** Order wedding attire for yourself/ your attendants.
- Arrange honeymoon.
- If you are having a marriage contract, get it done!

WEDDING

CHECKLIST

2 MONTHS

- Order the wedding cake.
- Book makeup and hair consultations.
- Finalize the reception menu.
- Mail invitations to arrive six weeks before the wedding.
- Arrange for transportation.
- Attend gown fittings/ make appointments for bridesmaids

1 MONTH

- Get the marriage license.
- Have your final dress fitting.
- Buy gifts for the wedding party.
- Write thank-you notes for shower/ wedding gifts (Keep list)
- Confirm details with all the vendors.
- Arrange overnight accommodation for out-of-town guests.
- Schedule a rehearsal.
- Confirm honeymoon reservations.
- Leave itinerary with family/friend for emergency purposes

2 WEEKS

- Calling guests who have not RSVP'd.
- Give a final head count to the caterer.
- Review all transportation arrangements.
- Host a lunch/ dinner for the bridesmaids & give gifts.
- Email your bridal party with wedding details
- Groom: have a dinner and give gifts to your attendant

1 WEEK

- Confirm times with all of your vendors.
- Pick up your wedding attire.
- Advise best man and ushers regarding the rehearsal
- Give the clergy's honorarium to the best man.
- Pack clothes for the honeymoon.

DAY OF

- Start the day with breakfast.
- Check in with your bridesmaids/groomsmen.
- Bride: Have hair and makeup done.
- Have pre-wedding pictures taken of you/ your own family.
- Bride: Arrive at the site 5 minutes before the ceremony.
- Groom: Arrive 20 minutes prior to the ceremony.
- Be prepared to respond to a toast/ thank the parents.
- Perhaps phone the next day to thank all the parents.

WEDDING

BUDGET/EXPENSES CHECKLIST

TOTAL BUDGET:

RECEPTION (50%)	BUDGETED AMOUNT	VENDOR ESTIMATE	AMOUNT SPENT
Venue and rentals			
Food and service			
Beverages			
Cake			
Miscellaneous fees			
ATTIRE (10 %)			
Gown and alterations			
Headpiece and veil			
Bridal accessories			
Hair and makeup			
Groom's tux or suit			
Groom's accessories			
Miscellaneous fees			
FLOWERS & DECORATIONS (10%)			
Ceremony flowers			
Flower girl's basket			
Ring pillow			
Bride's bouquet			
Bridesmaids' bouquets			
Boutonnieres			
Corsages			
Reception decorations			
Lighting			
Miscellaneous fees			
MUSIC (10%)			
Ceremony musicians			
Cocktail-hour musicians			
Band, DJ/ Entertainment			
Sound-system/ dance-floor rental			
Miscellaneous fees			

WEDDING

BUDGET CHECKLIST

TOTAL SPENT:

CEREMONY (2%)	BUDGETED AMOUNT	VENDOR ESTIMATE	AMOUNT SPENT
Site fee			
Officiant fee/ donation			
Miscellaneous fees			
PHOTOGRAPHS AND VIDEO (10%)			
Photography			
Videography			
Extra prints/ albums			
Miscellaneous fees			
FAVORS AND GIFTS (3%)			
Welcome gifts			
Bridal-party gifts			
Miscellaneous fees			
STATIONERY (2%)			
Save-the-date cards			
Invitations and RSVPs			
Programs			
Seating and place cards			
Menu cards			
Thank-you notes			
Postage			
Miscellaneous fees			
WEDDING RINGS (2%)			
Bride's ring			
Groom's ring			
TRANSPORTATION (1%)			
Vehicle rental (couple)			
Vehicle rental (wed party)			
Vehicle out of town guest			
Valet parking/ Extra fees			

GUEST LIST

BRIDE'S INVITES

TOTAL #:

BRIDE'S FAMILY	ADDRESS	ATTENDING	
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BRIDES FRIENDS	ADDRESS	ATTENDING	
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GUEST LIST

BRIDE'S INVITES

TOTAL #:

BRIDE'S FAMILY	ADDRESS	ATTENDING
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GUEST LIST

GROOM'S INVITES

TOTAL #:

GROOMS'S FAMILY

ADDRESS

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GROOM'S FRIENDS

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GUEST LIST

GROOM'S INVITES

TOTAL #:

GROOMS'S FAMILY

ADDRESS

ATTENDING

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GROOM'S FRIENDS

ADDRESS

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MOH DUTIES

MAID OF HONOR CHECKLIST

BEFORE WEDDING

- Plan the bachelorette party
- Host/ Co-host bridal party
- Spread the word about Bachelorette Party/Bride Shower/ Rehearsal Dinner
- Keep a record of all the gifts received
- Join the wedding dress shopping session
- Prepare your reception speech
- Coordinate bridesmaid duties
- Buy wedding gift

PRE-CEREMONY

- Arrive to Pre-wedding events ahead of time
- Have your dress & accessories & make up done
- Help Bride get dress
- Be the messenger between bride and groom
- Prepare and hold emergency kit
- Hold vendors contact information on stand by
- Keep things on schedule./ on time

CEREMONY

- Know your cue
- Walk down the aisle
- Stand with bride at alter
- Fix bride's train and veil when arrive at alter
- Hold bride's bouquet
- Hold groom's ring
- Sign marriage licence

RECEPTION

- Enter reception with best man/ dance with him
- Help bride with dress for restroom
- Mingle with guest/ play host by answering questions
- Give your toast after bestman
- Dance! Dance! Dance!
- Make sure couple eats dinner
- Pay vendors/tip employees
- Help send off newlyweds
- Tie up any loose ends. (wedding cake in freezer,)

MY EXTRA ASSIGNMENTS

-
-
-

BEST MAN DUTIES

BEST MAN CHECKLIST

BEFORE WEDDING

- Support groom for ring shopping
- Help out where you can
- Buy your tuxedo and accessories
- Help plan/organize Bachelor Party/Couple Shower/ Rehearsal Dinner
- Attend Pre-wedding events & arrive on time
- Ensure transportation for groom for wedding
- Buy wedding gift

PRE-CEREMONY

- Get Dressed in Tux & accessories & boutonnieres
- Make sure groomsmen has tux & accessories
- Take pictures
- Make sure groom arrives to ceremony venue on time
- Make sure everything runs on schedule/ time.
- Be prepared to answer common questions about where things are located in the venue
- Ensure the rings are there!

CEREMONY

- Know your cue
- Walk down the aisle.
- Offer arm & walk down aisle with maid of honor
- Stand with groom at alter
- Hold bride's ring
- Sign marriage licence
- Pay the officiant after the ceremony

RECEPTION

- Enter reception with maid of honor/ dance with her
- Mingle with guest/ play host by answering questions
- Give your toast
- Dance! Dance! Dance!
- Pay vendors/tip employees
- Decorate the getaway car
- Help send off newlyweds
- Tie up any loose ends. (make sure gifts are secured,)

MY EXTRA ASSIGNMENTS

- Make sure groomsmen return their rented attire
-
-

BRIDESMAID DUTIES

CHECKLIST

BEFORE WEDDING

- Be there for the bride & maid of honor
- Help out where you can
- Buy your dress and accessories
- Join the wedding dress shopping session
- Help plan/organize Bachelorette Party/Bride Shower/ Rehearsal Dinner
- Attend Pre-wedding events
- Buy wedding gift

PRE-CEREMONY

- Arrive to Pre-wedding events on time
- Have your dress & accessories & make up done
- Have snacks for you & bride
- Help Bride get dress
- Help MOH (Maid of Honor)
- Have emergency kit

CEREMONY

- Know your cue
- Keep an eye on kid (flower girl/ring bearer)
- Stand with bride at alter

RECEPTION

- Mingle with guest
- Dance! Dance! Dance!
- Make sure couple eats dinner
- Help MOH (Maid of Honor) pay vendors/tip employees
- Help send off newlyweds

MY ASSIGNMENTS

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GROOMSMEN DUTIES

CHECKLIST

BEFORE WEDDING

- Help out where you can
- Buy your tuxedo and accessories
- Help plan/organize Bachelor Party/Couple Shower/ Rehearsal Dinner
- Attend Pre-wedding events & arrive on time
- Ensure transportation for groom for wedding
- Buy wedding gift

PRE-CEREMONY

- Get Dressed in Tux & accessories
- Take pictures
- Make sure groom arrives to ceremony venue on time
- Assist with showing guests to their seats
- Be prepared to answer common questions about where things are located in the venue
- Ensure the rings are there!

CEREMONY

- Introduce yourself to bridesmaid
- Know your cue
- Offer arm & walk down aisle with bridesmaid
- Stand with groom at alter

RECEPTION

- Introduced with bridesmaid
- Be prepared to dance with bridesmaid
- Mingle with guest
- Dance! Dance! Dance!
- Help MOH (Maid of Honor) pay vendors/tip employees
- Help send off newlyweds

MY ASSIGNMENTS

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FLOWER

CHECKLIST

	QUANTITY	PRICE
<input type="checkbox"/> BRIDE'S BOUQUET		
<input type="checkbox"/> MAID OF HONOUR'S BOUQUET		
<input type="checkbox"/> BRIDESMAID'S BOUQUETS		
<input type="checkbox"/> FLOWER GIRL'S BOUQUET/BASKET		
<input type="checkbox"/> FLORAL HEADPIECE		
<input type="checkbox"/> HOSTESS'S FLOWERS		
<input type="checkbox"/> MOTHER'S CORSAGES		
<input type="checkbox"/> GROOM'S BOUTONNIERE		
<input type="checkbox"/> FATHER'S BOUTONNIERES (& GRANDFATHER'S)		
<input type="checkbox"/> GRANDPARENT'S BOUTONNIERES & CORSAGES		
<input type="checkbox"/> BEST MAN'S BOUTONNIERE		
<input type="checkbox"/> USHER'S BOUTONNIERES		
<input type="checkbox"/> AISLE OR PEW DECORATIONS		
<input type="checkbox"/> CAKE/BUFFET TABLE DECORATIONS		
<input type="checkbox"/> RING BEARER'S PILLOW		
<input type="checkbox"/> ALTAR OR FLOWERS		
<input type="checkbox"/> GUEST TABLE CENTERPIECES		
<input type="checkbox"/> HEAD TABLE CENTERPIECE		
<input type="checkbox"/> RECEPTION ROOM FLOWERS		
<input type="checkbox"/> MISC. (AISLE RUNNER, CANDLES)		

CEREMONY

LIST

ITEMS NEEDED:

- Marriage license / Certificate
- Rings
- Guestbook & Pens
- Tradition requirements (ex. *Unity candle*)
- Special Items (ex. *Something Borrowed, etc*)
- Written vows
- Seating
- Bouquets & Boutonnieres
- Flower girl petals
- Signs
- Programs
- Confetti / favors
- Decorations
- Lighting
- Sound system/music requirements
- Other:

MUSIC LIST:

- Guest arrival:
Song: _____
- Bride walking down the aisle:
Song: _____
- Bridal party entrance:
Song: _____
- Couple Exit:
Song: _____

EXTRA INFORMATION

CEREMONY

DETAILS

DETAILS

DATE: _____

VENUE: _____

START TIME: _____

END TIME: _____

CONTACTS

Venue _____

Photography _____

Officiant _____

Videography _____

PARENTS

BRIDE

GROOM

Parent #1 _____

Parent #1 _____

Parent #2 _____

Parent #2 _____

WEDDING PARTY

BRIDE

GROOM

#1 _____

#1 _____

#2 _____

#2 _____

#3 _____

#3 _____

#5 _____

#5 _____

#6 _____

#6 _____

#7 _____

#7 _____

#8 _____

#8 _____

CEREMONY

SCHEDULE

SCHEDULE

How your wedding ceremony is going to go. (list in order)

TIME: -----

TIME: -----

TIME: -----

TIME: -----

TIME: -----

TIME: -----

TIME: -----

REMINDERS

RECEPTION

DETAILS

DETAILS

DATE: _____

VENUE: _____

START TIME: _____

END TIME: _____

CONTACTS

Venue _____

Photography _____

MC _____

Videography _____

MUSIC LIST:

First Dance

Wedding Party:

Song: _____

Song: _____

Father / Daughter Dance:

Suprises/ Bonus Dance:

Song: _____

Song: _____

SPEECHES

Introductions _____

Grace _____

Toast to the bride _____

Toast to the groom _____

Welcome to the family (bride side) _____

Welcome to the family (groom side) _____

Thank yous _____

Other: _____

RECEPTION

SCHEDULE

TIMING

Cocktails:

Time: _____

Cake Cutting:

Time: _____

Speeches & Dinner:

Time: _____

Dancing / Party:

Time: _____

SCHEDULE

How your wedding reception is going to go. (list in order)

TIME:

TIME:

TIME:

TIME:

TIME:

TIME:

TIME:

WEDDING

REGISTRY LIST

KITCHEN

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BATHROOM

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BEDROOM

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DINING

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FORMAL DINING

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PERSONAL WANTS

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PHOTOGRAPHY

CHECKLIST

GETTING READY

- (Bride) Hair styled and makeup
- Bride's Gown (hanging, or draped)
- Bride/ Groom's shoes and Tie accessories
- Wedding bands (Close up shot)
- Bridal Party Bouquets
- Bridesmaids/ Groomsman getting ready
- Mother buttoning the bride's dress
- Mother fastening the bride's necklace
- Full-length shot of the bride in gown,
- Bride looking in a mirror or out a window
- Bridesmaids reacting to the bride for first time
- Bride & Maid of honor | Groom & Best man
- Reaction of Father seeing the bride in gown
- Bride/Mother portrait | Groom/Mother portrait
- Bride/Father portrait | Groom/Father portrait
- Pinning corsage & boutonniere on parents
- Groom with each groomsman, (individually)
- Bridesmaids group photos
- Groomsman group photos
- Leaving for the ceremony

CEREMONY

- Exterior & interior shots of ceremony venue
- Groom & Best Man walking down aisle
- Groom and officiant waiting at the front
- Grandparents being escorted down the aisle
- Mothers being escorted down the aisle
- Bridal party walking down the aisle
- The bride waiting to walk down the aisle
- Groom's reaction
- Bride and escort walking down the aisle (front)
- Bride & Escort walking down (Back)
- The bride being given away
- Any speakers during the ceremony.
- Ceremonial specifics (ex. unity candle)
- Any speakers during the ceremony.
- Bride and groom together at the front
- Parents watching the ceremony
- Guests watching ceremony
- Exchanging vows
- Exchange rings
- The kiss!
- Couple as they are announced
- Signing the marriage license
- Couple as they greeting guests
- Couple leaving ceremony venue
- Special Request: _____
- Special Request: _____
- Special Request: _____

RECEPTION

- Exterior & interior shots of reception venue
- Centerpieces, menus, decorations & signs,
- Table settings, favors & place cards
- Bride and groom's place cards and chairs,
- Wedding cake
- Hors-d'oeuvres/ Special drinks
- Main meals
- Guests arriving & signing the guestbook
- Bridal party entering the venue.
- Couple's Arrival
- First dance.
- Father/Daughter first dance.
- Mother/Son first dance.
- Head table
- Bridal parties dance.
- Bridal party toast
- Cake cutting.
- Couple feeding each other
- Couple mingling with guests
- Couple kissing
- Garter toss. | Groom with garter catcher.
- Bouquet toss. | Bride with bouquet catcher.
- Musicians or DJ
- Guest dancing, talking, eating, etc.
- Getaway car
- The exit.
- Special Request: _____