

# Weddingpages

*The Complete Day ...*



## WEDDING WORKSHEETS

We at [weddingpages.co.za](http://weddingpages.co.za) are happy to provide you with worksheets and checklists that will help you the bride prepare for your special day.

<b>Table of Contents</b>	<b>Page no.</b>
Contact lists	2
Ceremony program worksheet	5
Wedding budget worksheet	6
Checklist of what to do when	8
Order of events at the reception	10
Guest list	11
Table assignments	12
Finding the right florist	13
Finding the right Caterer	15
Finding the right Photographer	17
Photographic poses for your wedding day	18
Responsibility card	19
Who pays for what	21

## CONTACT LISTS

(This worksheet will help you keep track of all the contact details that you will need once you have made your final choice)

Beauty Salon	Cakes
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>
Caterer	Catering Equipment
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>
Ceremony Location	Ceremony Officiant
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>
Dress	Entertainers
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>

Favours	Florist
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>
Hair Salon	Invitations
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>
Jeweler	Photographer
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>
Registry	Shoes
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>

Suit Hire / Designer	Transport
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>
Travel agent / Honeymoon	Venue
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>
Wedding Consultants	Miscellaneous
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>
Miscellaneous	Miscellaneous
<b>Contact name:</b>	<b>Contact name:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Email:</b>	<b>Email:</b>
<b>Website:</b>	<b>Website:</b>
<b>Address:</b>	<b>Address:</b>

**CEREMONY PROGRAM SHEET**

(Use this worksheet to help you create a list of names for all the people who are responsible at your wedding)

**Bride's Name**

**Groom's Name**

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**Location of Ceremony**

**Name of location**

<b>Address:</b>	

**Wedding date**

--

**Ceremony time:**

--

**Reception time:**

--

**Officiants**

--

**Parents of the Bride**

**Parents of the Groom**


**Maid of Honour**

**Best man**

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**Bridesmaids**

**Groomsmen / Ushers**


**Flower Girl**

**Ring bearer**

--	--

**Musician at ceremony**

**Miscellaneous**

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**WEDDING BUDGET WORKSHEET**

Description	Estimate	Actual
<b>Reception</b>		
Food		
Drinks		
Cake		
Location Fee / Venue Hire		
Service Fee (waiters etc)		
Catering hire		
Decorations (other than floral)		
Other:		
<b>Total cost</b>		
<b>Attire</b>		
Bridal Dress		
Tuxedo / Suit		
Veil / Headpiece		
Jewelry (other than ring)		
Shoes		
Garter		
Accessories		
Other:		
<b>Total Cost</b>		
<b>Photographer / Videographer</b>		
Photographer		
Videographer		
Albums		
Other		
<b>Total Cost</b>		
<b>Entertainers</b>		
Ceremony		
Reception		
Other		
<b>Total Cost</b>		
<b>Floral / Decorations</b>		
Bouquets		
Boutonnieres		
Corsages		
Ceremony Flowers		
Reception flowers (center pieces / cake table)		
Other:		
<b>Total cost</b>		

Description	Estimate	Actual
<b>Stationery</b>		
Announcements		
Wedding invitations		
RSVP cards		
Calligraphy		
Printing		
Thank you cards		
Other:		
<b>Total cost</b>		
<b>Rings</b>		
Bride's		
Grooms		
<b>Total Cost</b>		
<b>Transportation</b>		
Ceremony		
Reception		
Guests		
Other:		
<b>Total Cost</b>		
<b>Gifts</b>		
Wedding favours		
Bridesmaids		
Groomsmen		
Other:		
<b>Total Cost</b>		
<b>Ceremony:</b>		
Fee		
Officiant fee		
Other		
<b>Total Cost</b>		
Total costs for wedding		

## **CHECKLIST OF WHAT TO DO WHEN**

This worksheet provides you with a general guideline of when to do what:

### **7-12 months before the wedding:**

- Formally announce your engagement
- Select a wedding date
- Determine your budget
- Book the officiant
- Book the wedding location
- Book the reception location
- Hire the wedding consultant
- Purchase a wedding planner
- Compile the guest list
- Select members of your wedding party
- Choose the caterer
- Book the photographer
- Book the videographer
- Hire the florist
- Book the entertainment for the wedding and the reception
- Order your dress, accessories and shoes

### **4-6 months before the wedding:**

- Reserve rental equipment
- Order the wedding cake
- Order the wedding stationery
- Make the honeymoon reservations
- Book transportation
- Reserve accommodation for out of town guests

### **2-3 months before the wedding:**

- Finalize the guest list
- Send wedding invitations
- Meet with the caterer or banquet manager
- Meet the officiant
- Arrange for gown fitting
- Write your wedding vows
- Arrange for the rehearsal dinner
- Purchase the wedding favors or gifts for the table
- Purchase gifts for your bridesmaids etc.
- Purchase the wedding rings



1 day - 1 month before the wedding:

- Obtain the wedding license
- Buy gifts for each other
- Purchase the guest book (if you are having one)
- Organize the wedding program
- Arrange trial runs with hairdressers / make up artists etc.
- Pick up your wedding dress
- Finalize seating arrangements
- Finalize the guest count
- Write speeches
- Make hair and make up appointments
- Pack for the honeymoon
- Confirm all details with the vendors

## ORDER OF EVENTS AT THE RECEPTION

Time	Event
	<b>Cocktail period:</b> This will give the bridal couple a chance to take the necessary photographs. All the guests will mingle with one another.
	<b>Receiving line:</b> This allows the guests to speak to the bride and groom as they come into the reception. Sometimes this is done at the church and therefore needs not to be repeated here at the reception. It is a nice idea to form an arch as the bride and groom enter into the reception
	<b>Introduction of the wedding party:</b> Once all the guests and the bridal party are within the reception area, the emcee will introduce the wedding party and himself.
	<b>Toasts:</b> The order is as follows – the best man, the maid-of-honor, the father of the groom and the father of the bride. The bridal couple will then thank the guests for coming and will thank the parents for all that they did in making the day a success.
	<b>Food is served:</b> During this time the bridal couple can informally make rounds to the various tables to speak to their guests.
	<b>Dancing:</b> The bridal couple will dance their first dance.
	<b>Cake cutting</b>
	<b>Bouquet and garter toss</b>
	<b>More dancing</b>
	<b>Departure of the bridal couple</b>
	<b>Departure of the guests</b>



## TABLE SEATING ARRANGEMENTS

Table no.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Table no.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Table no.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Table no.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Table no.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Table no.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

## FINDING THE RIGHT FLORIST

Before choosing the florist that will be doing your wedding, it is important that all the questions that you may have concerning their ability and your wedding day be answered. Choose three florists that you are considering using and ask them the following questions to ensure that you will be choosing the right florist for your wedding day

Name of florist	1	2	3
Will you personally be the florist for the wedding? If you are not personally going to do the flowers, can I meet with the person who will be responsible for my flowers?			
What experience do you have in doing wedding flowers? Can you show us your portfolio?			
How recent is the work that is in your portfolio?			
How many weddings have you serviced?			
Do you have any references for us that we could phone?			
How many weddings do you do in one day?			
Why are your arrangements different or more special than other florists are?			
What type of designs do you specialize in?			
What type of flowers would you suggest for my wedding given the colours, location and time of year?			
Is it possible to change or add items at the last minute? When is the final day that you will need all the details by?			
How many days ahead do you complete the floral arrangements?			
Do you provide any other services e.g. ribbons, favours, linen etc?			
What time will you arrive for setup with the floral arrangements on the day of the wedding?			
Can you setup and disassemble within the given time that the church/ rental facility has given you?			
Do you provide a written contract and guarantee			
What is the cost for the flowers that I desire to order?			
Is a deposit required? How much will the deposit be?			
When will the deposit be due?			
When is the final payment due?			
Can partial payments be made up to the wedding day?			
What are the refunds / cancellation terms?			
How do I book your services?			
Name of florist	1	2	3

Package 1: Details of the flowers			
Cost of package 1			
Package 2: Details of flowers			
Cost of package 2			
Package 3: Details of flowers			
Cost of package 3			

When you have chosen which florist you will be going to use, you can list their details on the below table:

<b>Company name:</b>
<b>Contact person:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Email:</b>
<b>Website:</b>

## FINDING THE RIGHT CATERER

Before choosing the caterer or venue that you will be using for your wedding look through the following great tips and sample questions that you can use in making sure that the choice that you make for your wedding is the right choice.

Name of Venue / Caterers	1	2	3
Are they a full time caterer?			
How many weddings have they done in the past?			
Can they provide you with references?			
How long have they been in the catering business? How many weddings have they done?			
Do they have all the necessary licenses and health permits?			
Are they properly insured?			
Do they provide tasting consultations?			
Is there a fee to their food tasting?			
Will they need you to hire any equipment for them: marquee, tables, chairs, crockery, cutlery etc or do they provide their own? What is the cost differences for this service?			
What time will they arrive to set up for the reception?			
Will they provide their own staff? What will be the staff / guest ratio?			
What will the staff dress code be?			
Is there an extra charge for the staff?			
Do they have a set menu or will they customize to the theme or style of your wedding?			
Will they provide special menus for allergies, vegetarian's etc?			
What type of meal will they provide? Self-service, buffet etc.			
Do they provide the wedding cake?			
Are the cocktail drinks included in the price at the initial start of the reception?			
Is the toasting drink price included in the final cost?			
When is the final headcount number due?			
Are there special prices for children?			
Is a deposit required? How much of a deposit will be required? When will it be due?			
When will the final payments be due?			
Is set up and clean-up costs included in the total cost?			
Do they provide a written contract or guarantee?			
What are the refunds / cancellations terms?			
What is the leftover policy?			
Are the caterers available for the date of your proposed wedding?			

<b>Name of Venue / Caterers</b>	<b>1</b>	<b>2</b>	<b>3</b>
Will the caterer fit into the budget that you have set aside for the wedding?			
Package 1: Details of the menu			
Cost of package 1			
Package 2: Details of the menu			
Cost of package 2			
Package 3: Details of menu			
Cost of package 3			

**Contract:**

Before signing a contract with the caterers / venue banquet manager ensure the following:

- Read all the fine print including their cancellation policy / price per person / service charges etc.
- The date, time, location of the event and the hours of the service provided by the caterer is included in the contract
- The date that a final headcount is required is included in the contract
- A list of the services provided has been included in the contract (style of serving / menu / wedding cake service etc.)

When you have chosen which florist you will be going to use, you can list their details on the below table:

<b>Company name:</b>
<b>Contact person:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Email:</b>
<b>Website:</b>



## **FINDING THE RIGHT PHOTOGRAPHER**

Before choosing the florist that will be doing your wedding, it is important that all the questions that you may have concerning their ability and your wedding day be answered. Choose three florists that you are considering using and ask them the following questions to ensure that you will be choosing the right florist for your wedding day

<b>Name of Photographer</b>	<b>1</b>	<b>2</b>	<b>3</b>
Will you personally be the photographer at the wedding? If not, can we meet with the person who will be responsible for taking the wedding pictures?			
Are you a professional photographer?			
Can we see your portfolio?			
How many weddings have you done this last year?			
Can you provide me with three references?			
How recent is the work that is in your portfolio?			
Do you only do colour photography or will you do back and white as well?			
What are your criteria in choosing what you would photograph at my wedding?			
How many pictures will you be taking?			
Will you be taking pictures when the bride is preparing for the wedding or only from the ceremony?			
What time will you arrive to set up your equipment?			
Do you bring backup equipment with you?			
Is there anyone who helps you with your photography on the day?			
What are your policies regarding the negatives?			
When will the photographs be available after the wedding?			
What packages will you be able to offer me within my budget?			
When will the deposit need to be paid?			
How much will the deposit be?			
When will the final payment be made?			
What are the cancellation and refund terms?			
Package 1: Details of the menu			
Cost of package 1			
Package 2: Details of the menu			
Cost of package 2			
Package 3: Details of menu			
Cost of package 3			

## **PHOTOGRAPHIC POSES FOR YOUR WEDDING DAY**

### **Before the ceremony:**

- Bride dressing
- Bride fully dressed
- Bride with mom
- Bride with dad
- Bride with parents
- Bride with any other family members
- Bride with maid of honour / bridesmaid
- Bride with flowergirl
- Groom dressing
- Groom fully dressed
- Groom with mom
- Groom with dad
- Groom with parents
- Groom with other family members
- Groom with best man

### **During the ceremony**

- Seating of special guests (grandparents, parents etc)
- Groom walking down the aisle
- Best man and groom at the front of church
- Flower girl walking down aisle
- Bridesmaid walking down aisle
- Bride and Father walking down the aisle
- Bride and Groom at the altar
- Exchanging rings
- First kiss
- Signing the register
- Other

### **After the ceremony**

- Bride and Groom
- Bride and Groom with parents
- Bride and Groom with family members
- Bride and Groom with both families
- Bride and Groom with best man and bridesmaid
- Bride and Groom with bridal party
- Bride and Groom with flower girl
- Bride and Groom greeting guests
- Bride and Groom leaving for reception

### **During reception**

- At receiving line
- Wedding party entrance
- Bride and Groom entering
- First dance
- Guests dancing
- Bouquet toss
- Removal of garter
- Garter toss
- Toasters
- Cake cutting
- Bride and Groom leaving

## **RESPONSIBILITY CARDS**

### **Bridesmaids:**

- Assist in the selection of the bridesmaids dress
- Provide your measurements to the bride for the dress
- Host the bridal shower
- Help the bride get dressed on the wedding day
- Attend all the pre-wedding parties
- Pay for your dress, shoes, accessories etc.
- Pay for your transport and accommodation
- Help the bride with any tasks or errands
- Participate in the bouquet toss, if single

### **Maid / Matron of honour:**

- Hold the grooms wedding ring
- Arrange the bride's veil during the processional, ceremony and reception
- Makes sure the bride looks perfect for the pictures
- Hold the bouquet during the exchanging of rings
- Hosts the bridal shower
- Witness the signing of the register
- Provide your measurements for the dress
- Help address and stuff the wedding invitations
- Help the bride get dressed on the wedding day
- Attend the pre-wedding parties
- Pay for your dress, shoes and accessories
- Pay for you accommodation and transport
- Help the bride with any tasks or errands
- Participate in the bouquet toss, if single

### **Flower girl:**

- Carry a small basket full of flowers down the aisle
- Drop flower petals as you walk down the aisle
- Participate in the bridal part pictures

### **Groomsmen/ Ushers:**

- Provide your measurements for your suit / tuxedo
- Pay for the outfit and shoes
- Attend pre-wedding parties
- Welcome guests to their seats before the ceremony
- Escort the special guests to their seats
- Direct guests to the reception area
- Participate in photographs

**Best man:**

- Hold the bride's wedding ring
- Make sure the vendors receive their payments
- Make sure the groom is dressed on time
- Welcome the guests at the ceremony location
- Offer the first toast to the bride and groom at the reception
- Witness the signing of the register
- Attend pre-wedding parties
- Pay for suit and shoes for the wedding day
- Pay for the transportation and accommodation to and from the wedding city
- Help the groom in any tasks or errands
- Host the Bachelor's Party

## **WHO PAYS FOR WHAT**

Though it is important to remember that the tradition of “who pays for what” has changed, especially in today’s modern society this can be used as a helpful means by which expense responsibility can be assigned.

### **Bride:**

- Groom's wedding ring
- Groom's wedding gift
- Gifts for the bride's attendants
- Bridal dress and accessories
- Beauty and hair salon
- Wedding consultant
- Bridal luncheon

### **Groom:**

- Bride's engagement ring and wedding ring
- Bride's wedding gift
- Gifts for the groom's attendants
- Marriage license
- Officiant fee
- Groom's attire and accessories
- Boutonnieres for groom attendants
- Honeymoon expenses

### **Bride's family:**

- Wedding announcements
- Wedding invitations
- Transportation of bridal party
- Wedding reception
- Flowers
- Photography and videography
- Musical entertainment

### **Groom's family:**

- Rehearsal dinner
- Refreshments at reception

### **Attendants:**

- Wedding attire and accessories
- Travel expenses to and from wedding city
- Wedding gift for wedding couple
- Bridal shower
- Bachelor party