



Sprit Unlimited Professional DJ Entertainment Wedding Planning Newsletter #6

Planner Worksheet

Deciding on the themes and styles of your wedding is a complex task...Here's a worksheet to help you plan out your ideal wedding experience...

Location

- Where You Live
- Bride's Hometown
- Groom's Hometown
- Distant Location
- Vacation/Honeymoon Location

Event Theme

- Religious
- Ethnic
- Special Theme

Size

- Intimate (less than 100)
- Typical (100 to 250)
- Large (more than 250)

Season

- Spring
- Summer
- Fall
- Winter

Time of Day

- Morning
- Midday
- Afternoon
- Sunset
- Evening

First Choice Date: _____

Second Choice Date: _____

First Choice Time: _____

Second Choice Time: _____

Palette

- Spring Pastels
- All White
- Black & White
- Winter Hues
- Citrus Hues
- Metallic
- Specific Colors: _____

Other Festivities

- Engagement Party
- Couple's Shower
- Bridal Shower/Luncheon
- Bachelor Party
- Bachelorette Party
- Rehearsal Dinner
- Wedding Eve Party
- Post-Reception Party

Planning Committee

- Bride _____
- Groom _____
- Bride's Parents _____
- Groom's Parents _____
- Friends & Attendants _____
- Wedding Coordinator _____

Priorities (rank 1-12)

- Time of Year _____
- Day of Week _____
- Ceremony Location _____
- Officiant _____
- Guest List _____
- Food & Drink _____
- Music _____
- Reception Location _____
- Attire _____
- Flowers _____
- Photos _____
- Video _____

Rings

- Promise Ring
- Engagement Ring
- Bride's Wedding Ring
- Groom's Wedding Ring

Planner Checklist

Keeping track of all the important elements is critical when planning a wedding...Use the following wedding planner checklist to maximize your schedule...

Ceremony

- Ceremony Venue or Site
- Officiant/Reverend/Minister/Rabbi
- Marriage License
- Ceremony Live Music
- Ceremony DJ Music
- Prenuptial Agreement

Wedding Attire

- Bridal Gown
- Veil/Headpiece
- Accessories
- Bridal Attendant's Gowns
- Mother of the Bride's Gown
- Mother of the Groom's Gown
- Grandmother of the Bride's Gown
- Grandmother of the Groom's Gown
- Flower Girls' Dress(s)
- Groom's Formalwear
- Groomsmen's Formalwear
- Ring Bearer's Suit

Stationery

- Invitations
- Announcements
- Response Cards
- Reception Cards
- Thank You Notes
- Address Cards

Gifts

- Gift for Bride
- Gift for Groom
- Gifts for Bridal Attendants
- Gifts for Groomsmen
- Gift for Bride's Parents
- Gift for Groom's Parents
- Gift for Bride's Grandparents
- Gift for Groom's Grandparents

Reception

- Reception Venue or Site
- Catering Service
- Bartending Service
- Equipment Rentals
- Wedding Cake
- Live Music
- Disc Jockey

Flowers

- Ceremony Floral Design
- Reception Floral Design
- Bride's Bouquet
- Bride's Tossing Bouquet
- Bridal Attendants' Bouquets
- Groom's Boutonniere
- Groomsmen's Boutonnieres
- Mother of the Bride's Corsage
- Mother of the Groom's Corsage
- Father of the Bride's Boutonniere

- Father of the Groom's Boutonniere
- Grandmother of the Bride's Corsage
- Grandmother of the Groom's Corsage
- Grandfather of the Bride's
- Boutonniere
- Grandfather of the Groom's
- Boutonniere

Videography

- Wedding Rehearsal Footage
- Wedding Rehearsal Dinner Footage
- Pre-ceremony Footage
- Ceremony Footage
- Formal Portrait Footage
- Reception Footage
- Departure Footage

Transportation

- Own Car(s)
- Town Car(s)
- Limousine(s)
- Bus(es)
- Specialty Transportation
- Parking Attendants

Parties

- Engagement Party
- Bridal Shower
- Bridal Luncheon
- Bachelor's Party
- Bachelorette's Party
- Rehearsal Dinner
- Post-Wedding Brunch

Photography

- Engagement Portrait
- Gown Fitting
- Wedding Portrait
- Wedding Rehearsal Pictures
- Wedding Rehearsal Dinner Pictures
- Pre-ceremony Shots
- Ceremony Shots
- Formal Portrait Shots
- Reception Shots
- Departure Shots

Honeymoon

- Hotel Reservations
- Cruise Ship Reservations
- Airline Travel Reservations
- Train Travel Reservations

This guide is provided by Spirit Unlimited Professional DJ Entertainment to assist new couples as they navigate their way through the year leading up to their wedding day. Included are only suggestions and ultimate decisions need to be made by the couple. Spirit Unlimited Professional DJ Entertainment is not responsible for negative outcomes as a result of following guidelines.