

Wedding Planning printable



Planning your wedding can be a daunting task, which is why Dainty Bee Design has put together this information to help you plan your stationery, guest list and other essentials for your big day.

Before your wedding day

Tick all that you plan to include:

- Engagement Party Invitation**
If you decide to hold an engagement party, invites should be sent around two months before the event. They should include the location, date, time, and any required dress code.
- Save the Date Card**
Save the Date Cards aren't mandatory. Should you choose to send them out, they should be sent six to twelve months in advance. For weddings abroad, Save the Dates should be sent up to twelve months in advance. It is a courtesy that allows your guests enough time to plan and book their travel. Save the Dates should only be sent to guests who are invited to your *whole wedding day*, it can be very misleading and awkward if you send a Save the Date to an evening-only guest.
- Wedding Invitation**
The Wedding Invitation should be the largest and most substantial card in the invitation set. If your reception is happening at the same place, you usually do not need a Reception Invitation too. Wedding Invitations should be sent out around two to three months in advance.
- Reception Invitation**
If your reception will be at a different venue to the ceremony, you should include a Reception Invitation too. Anyone invited to your wedding ceremony should also be invited to your reception. A good rule of thumb is to invite colleagues and friends you see less often to your Reception. Reception Invitations should be sent out around two months in advance or along with the Wedding Invitations.
- R.S.V.P. Card**
R.S.V.P. Cards or Response Cards are a way to collect information about who is coming to your wedding, and who cannot make it. R.S.V.P. Cards can include the chosen meal options of your guests. Collecting R.S.V.P.'s via email or text message is also a popular option. R.S.V.P. Cards should be sent out with your Wedding Invitations.
- Menu Cards**
Menu Cards give an overview of what will be served for the meal. Some will include options of meals to choose from, while others will simply include the food on offer if you are serving a buffet style meal. Menu cards should be sent out with the Wedding Invitation.
- Belly Bands**
Belly Bands are an optional extra which are placed around your invites. They are not necessary, but they do look pretty whilst keeping all of your invitations together.

For your wedding day

Tick all that you plan to include:

- Place Cards**
Place cards are optional. They designate where guests will be sitting at the table. They're typically used for sit-down dinner receptions and help the venue determine which guest is getting what meal.
- Table Number Cards**
Table Numbers are important to include, especially if you're having a big wedding. It helps guests find their seats and provides some organisation. Table Number Cards should match up with your Table Seating Arrangement Sign.
- Table Seating Arrangement Sign**
If you're having a formal table plan, you need it to be displayed somewhere so that people can easily see where they are sitting. It's best to have this displayed so guests can take a look at their leisure in advance of being asked to sit down. Seating arrangements should match up with Table Number Cards.
- Welcome Sign**
Welcome Signs allow guests to know exactly where they are meant to be heading. All in all, a Welcome Sign helps direct people to the correct entrance, sets the tone for the style of the wedding, and adds warmth to the process of receiving your loved ones.
- Favours**
Favours are optional, but it's also a nice touch. Favours are small gifts of appreciation to guests from the married couple. The gifts are usually presented at each place setting or as part of the table centrepiece and can include things like edibles, drinks, charms, pens, trinket boxes, badges etc. These can include personalised gift tags.
- Selfie Frames**
Selfie Frames create a fun and engaging experience for attendees to share their pictures of your special day on social media platforms. These can be personalised to include your names, the date of the wedding and the venue.

After your wedding day

Tick all that you plan to include:

- Thank You Cards**
Generally, Thank You Cards should include the gift giver's name, what they bought, and a note of appreciation. They should be sent out within three weeks of receiving the gift.

NOTES:

Wedding Planning

Helpful hint: Use this space to document the names and contact details of all the companies you will be using. There is space to add your own info at the bottom of the document.

Budget:

Date of Wedding:

Venue Details:

Maid of Honour / Bridesmaids:

Best Man / Men:

Jewellers:

Dresses:

Suits:

Wedding Cake:

Florist:

Hair Stylist:

Make up Artist:

Transport:

Photographer:

Catering:

Entertainment:

Evening Guest List

Helpful hint: In this space you can write down the names of the people you are inviting. Once they respond, you can mark them as coming or not coming to give you an idea of numbers.

A series of horizontal dotted lines for writing names and notes on the left side of the page.

A series of horizontal dotted lines for writing names and notes on the right side of the page.

Table Planning

Helpful hint: Print this page as many times as you need.
Don't forget to include the TOP TABLE!

.....
TABLE NUMBER:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
TABLE NUMBER:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
TABLE NUMBER:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Meal Planning

Use this space to write down your menu options, and who is having what meal + any dietary requirements.

MEAL OPTION:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

MEAL OPTION:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

MEAL OPTION:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Quantities to Order:

Quantity: *(remember to order a few extra, just in case!)*

Engagement Party Invitations

Save the Date Cards

Wedding Invitations

Reception Invitations

R.S.V.P. Cards

Menu Cards

Belly Bands

Place Cards

Table Number Cards

Table Seating Arrangement Sign/s

Welcome Sign/s

Selfie Frame/s

Thank You Cards

Gift Tags for Favours

