



# *wedding planner guide*

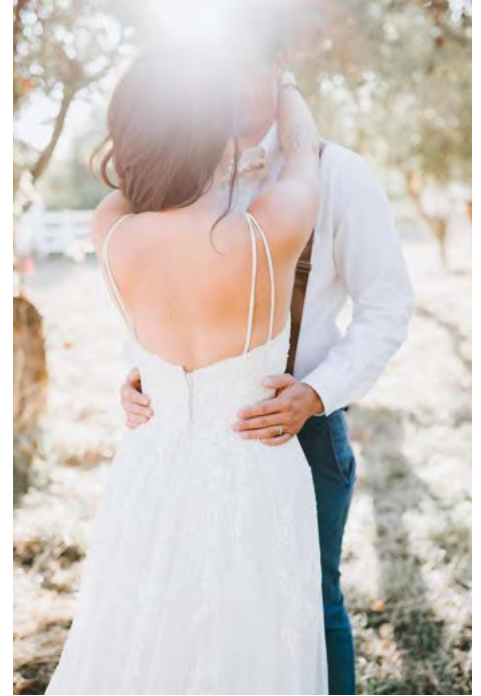


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## INTRODUCTION

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## ***CONGRATULATIONS ON YOUR ENGAGEMENT!***

Hello and CONGRATULATIONS! I'm Cari Eskridge with I Do Idaho Weddings and Events. I've been the go-to gal to coordinate events for several years and have made it my career in the last few.

I help people by planning weddings from any stage, coordinating the day of to make everything run smoothly and I even officiate weddings. I got ordained and started officiating because I'd attended the wedding of friends who'd been married by an officiant in a dry, non-spiritual, generic ceremony, or by officiants that didn't allow the couple to make the ceremony their own.

I knew that many friends heading to the altar were spiritual but not religious, and I figured there had to be a non-denominational way of infusing their ceremonies with heart, spirit, and meaning. From there I was often asked to coordinate aspects of the ceremony, then advice and direction for the entire wedding. I fell in love with the process and here I am today!

My husband, Senate Eskridge, is also ordained. This again gives people the opportunity to make their wedding their own. I'm not everybody's cuppa tea. While I'm high energy and exuberant, Senate has a different air of dignity and composure, not to mention he's super handsome!

This checklist compiles all the crucial wedding planning items, timelines, and to-do's into a binder you can tote with you to vendor meetings and venue tours. Basically it's like having wedding cliff-notes in your pocket.





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## AT A GLANCE

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*Keep track of all things "wedding". Make notes of contact information, availability, and all other details*

BRIDE:

GROOM:

WEDDING DATE:

COLORS:

BRIDESMAIDS:

GROOMSMEN:

VENUE:

OFFICIANT:

PHOTOGRAPHER:

DJ/BAND:

CATERER:

CAKE:

FLOWERS/DECOR:

HONEYMOON:

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## TIMELINE

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**12-14**

***MONTHS  
BEFORE***

### ***THE BASICS***

- ▽ Set the Date
- ▽ Book the venue
- ▽ Choose theme. Colors/ style
- ▽ Set Budget
- ▽ Hire wedding planner/ coordinator

**10-12**

***MONTHS  
BEFORE***

### ***SECURE SERVICES***

- ▽ Book Photographer/ Videographer
- ▽ Book DJ/Band
- ▽ Book caterer
- ▽ Book Officiant
- ▽ Put together guest list

**8-10**

***MONTHS  
BEFORE***

### ***THE PARTY AND GUESTS***

- ▽ Choose your wedding stationary
- ▽ Order save the date cards
- ▽ Create Registry
- ▽ Block hotel rooms for out of town guests
- ▽ Formalize the wedding party





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## TIMELINE

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**6-8**

**MONTHS  
BEFORE**

### ***DRESS IT UP***

- ▽ Purchase Wedding dress
- ▽ Purchase bridesmaid/flower girl dresses
- ▽ Meet with Florist/ décor company
  - ▽ Plan Honeymoon
- ▽ Send out save the date cards

**4-6**

**MONTHS  
BEFORE**

### ***SUIT UP***

- ▽ Order wedding invitations and RSVP cards
  - ▽ Order Cake
- ▽ Purchase suits for groom, groomsmen, ring bearer
- ▽ Create wedding schedule with planner and/or DJ
- ▽ Finalize set up with venue/ rent tables and chairs if necessary

**2-4**

**MONTHS  
BEFORE**

### ***INVITE AND ARRANGE***

- ▽ Send invitations and start collecting RSVPs
  - ▽ Begin dress fittings/ alterations
    - ▽ Ask those giving speeches
    - ▽ Purchase/size rings
- ▽ Arrange transportation that is necessary



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## TIMELINE

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**1-2**

**MONTHS  
BEFORE**

### ***IN THE DETAILS***

- ▽ Get marriage license
- ▽ Meet with photographer/videographer and decide shot list
- ▽ Make seating charge and decide how you'll display it
- ▽ Decide on and assemble wedding favors
  - ▽ Set hair/makeup appointments
  - ▽ Purchase guest book and pen/cake cutters/ tradition requirements (unity candle, something blue, etc), flower girl basket and petals/ ring bearer box garter

**2-4**

**WEEKS  
BEFORE**

### ***FINALIZE***

- ▽ Send out final payments
- ▽ Confirm final guest count and timeline with vendors
  - ▽ Pick up dress and suits
  - ▽ Bachelor/Bridal parties





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## TIMELINE

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### 1 DAY BEFORE

#### ***SHOW READY***

- ▽ Manicure/ pedicure
- ▽ Haircut for groom/groomsmen
  - ▽ Have rehearsal
- ▽ Set up/decorate venue
- ▽ Attend rehearsal dinner
- ▽ Give gifts to your wedding party
  - ▽ Get a good night's sleep!

### THE DAY!

#### ***TIME TO SHINE***

- ▽ Eat a sensible breakfast to keep your energy up
  - ▽ Hair and makeup
    - ▽ Get dressed
    - ▽ Get MARRIED
  - ▽ Make your rounds
  - ▽ Enjoy some cake
  - ▽ Tip your vendors
- ▽ Dance the night away!



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## AFTER THE WEDDING

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## *WHAT DO I DO AFTER MY WEDDING?*

▽ If you're heading to your honeymoon right away, you need to designate someone to store your gifts and return suits or tuxedos, and rental items such as décor, tables and chairs.

▽ Marriage license; your officiant can mail in your license for you, and it should be registered with in 10-14 days. You can also keep hold of your license and mail it in yourself, or take it back in to the clerk's office where you got it and start your name change documents all at once (if you are changing your name).

▽ Open your gifts, and send thank you cards to the guests that gave them to you.

▽ Start the process of changing your name (if you are); Drivers license or ID, Social Security Card, banks, hospital records, legal documents, investments, retirement account. Because all states have a different process Google the process for your state.

▽ Preserve dress, contact your local dry cleaners and see if they offer this service.

▽ Review your wedding vendors on Facebook, Yelp, Google Business page to help other brides looking at these same vendors.



## THE BUDGET

TOTAL BUDGET \_\_\_\_\_

	BUDGETED	ESTIMATE	SPENT
<b>PLANNING</b>			
Wedding Planner/ Coordinator			
Bridal Binder			
Marriage preparation course			
<b>TOTAL</b>			
<b>STATIONARY</b>			
Save the date cards			
Invitations/ RSVP cards			
Thank You cards			
Postage (invitations and RSVP cards)			
Ceremony Program			
Place cards			
Guest Book and Pen			
Seating Plan Display			
<b>TOTAL</b>			
<b>PHOTOGRAPHY AND VIDEO</b>			
Engagement Photography			
Wedding Photography			
Videography			
Photo Prints for Bride and Groom			
Photo Prints for Invitations			
Photo Album for Bride and Groom			
Photo Booth			
other			
other			
<b>TOTAL</b>			

## THE BUDGET

	BUDGETED	ESTIMATE	SPENT
<b>BRIDAL ATTIRE</b>			
Wedding Dress			
Wedding dress alterations			
Veil/Headpiece			
Jewelry			
Shoes			
Garter			
Lingerie			
Manicure/Pedicure			
Hair/Makeup			
<b>TOTAL</b>			
<b>GROOMS ATIRE</b>			
Tuxedo or Suit			
Shoes			
Accessories (cufflinks, watch, tie clip, tie/vest)			
Hair cut			
<b>TOTAL</b>			
<b>FLORAL</b>			
Bridal bouquet			
Bridesmaids' bouquets			
Grooms boutonniere			
Groomsmen boutonnieres			
Parents corsages/boutonnieres			
Flower girl petals			
Ring Bearer boutonniere			
Table centerpieces ( guest tables, head table, cake			
Toss Bouquet			
Delivery/ Set up			
<b>TOTAL</b>			



## THE BUDGET

	BUDGETED	ESTIMATE	SPENT
<b>WEDDING RINGS</b>			
Bride's Ring			
Groom's Ring			
Ring Sizing			
<b>TOTAL</b>			
<b>CEREMONY</b>			
Marriage License			
Venue Fee			
Officiant Fee			
Accessories (unity candle, sand ceremony vases)			
<b>TOTAL</b>			
<b>TRANSPORTATION</b>			
Limousine/Carriage, Taxi			
Transport of out of town guests			
other			
<b>TOTAL</b>			
<b>FAVORS</b>			
Gifts for out of town gifts			
Bridesmaids gifts			
Groomsmen Gifts			
Flower girl/ring bearer gifts			
other			
<b>TOTAL</b>			
<b>COCKTAIL HOUR</b>			
Cocktail hour food and service			
Cocktail hour beverages			
Cocktail hour music			
<b>TOTAL</b>			

## THE BUDGET

	BUDGETED	ESTIMATE	SPENT
<b>REHEARSAL DINNER</b>			
Dinner			
Decor			
<b>TOTAL</b>			
<b>RECEPTION</b>			
Venue Rental (if different from ceremony venue)			
Table and chair rental			
Reception meal and service			
Glassware rental			
Table Linens			
Alcohol			
Bartender fee			
Non Alcoholic Beverages			
Cake			
Cake cutting serving set and topper			
Cake cutting service fee			
Reception music (DJ or Band)			
Dance floor rental			
Wedding favors			
Liability Insurance			
Cleaning Fee			
Vendor Tips			
Other			
Other			
Other			
Other			
<b>TOTAL</b>			



## TIMELINE

Description	Time	Person Responsible
Wake Up! It's your WEDDING DAY!!!		
Breakfast - Make sure you eat well as it's a long day		
Hair & Make Up		
Dressing		
Photographer arrives for before ceremony photos		
Videographer arrives		
Pictures of bride getting ready		
Pictures of groom getting ready		
Collect corsages & boutonnieres and assist with pinning		
Flowers delivered to ceremony & reception venues		
Depart for ceremony - groom		
Wedding transport arrives - bride and attendants		
Ushers to arrive at ceremony venue		
Parents arrive at ceremony venue		
Greet guests and usher to seats		
Groom arrives at ceremony venue		
Bride arrives at ceremony		
Photos of bride arriving		
Ceremony starts		
Family Photos		
Wedding Party Photos at ceremony venue		
Additional photos with wedding party at another venue		
Transportation for wedding party		
DJ / Musicians arrive at reception venue		
Drive to reception venue		
Cocktail Reception for guests at reception venue		
Guests all seated at venue		
Bride & Groom/Wedding Party entrance		
Open Buffet / Dinner starts		
Cutting of the Cakes		
Toasts		
Speeches		
1st Dance		
Father / Daughter Dance		
Mother / Son Dance		
Games (shoe game, anniversary dance)		
Garter / Bouquet Toss		
Final Dance		
Bride and Groom leave reception		

A woman with short blonde hair and glasses, wearing a red long-sleeved shirt and dark pants, stands in a garden. She is holding a large, vibrant bouquet of autumn flowers, including orange and red roses, yellow sunflowers, and purple hydrangeas. In the background, there is a large wooden wheel and trees with green and yellowing leaves, suggesting an autumn setting. The overall scene is bright and cheerful.





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## SOME HELPFUL ADVICE

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*Remember... This is your day... YOUR way!*



FOR MORE WEDDING TIPS AND IDEAS  
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