

Your Planning Timeline

Tick off these boxes as you complete your to-dos, filling in extra tasks as needed.

Twenty-four to Twelve Months Before

- Start a wedding folder
- Work out the budget
- Build your wedding party
- Settle on a head count
- Hire **Brandon Elizabeth Events**
- Book the date and venues
- Book the officiant
- Research photographers bands, florists, and caterers
- Insert vendor contact information into a master contact list
- Throw engagement party
- _____
- _____
- _____

Twelve to Nine Months Before

- Book the photographer and the videographer
- Book entertainment
- Register
- Purchase a dress
- Start meeting caterers
- Reserve block of hotel rooms for guests
- Launch a wedding website
- _____
- _____
- _____

Seven to Six Months Before

- Purchase invitations and hire a calligrapher
- Plan your honeymoon
- Shop for bridesmaids' dresses
- Meet with the officiant
- Send save-the-date cards
- Reserve structural and electrical necessities
- Book a florist
- Procure transportation
- Start composing a day-of timeline
- _____
- _____
- _____

Five to Four Months Before

- Book the rehearsal and rehearsal-dinner venues
- Check on printing of wedding invitations
- Order the cake
- Send the guest list to the bridal-shower hostess
- Purchase shoes and start dress fittings
- Schedule hair and makeup artists
- Choose songs
- Plan welcome baskets
- _____
- _____
- _____

Three Months Before

- Finalize the menu and the flowers
- Order favors, if desired
- Create a toast makers' list
- Finalize readings
- Purchase the rings
- Finalize order of the ceremony and reception
- Print menu cards and programs
- Purchase undergarments and visit dressmaker for second fitting
- Send schedule to vendors
- _____
- _____
- _____

Two Months Before

- Discuss locations and shots with photographer
- Review playlist with the band or the deejay
- Send invitations
- Touch base with vendors
- Submit a newspaper wedding announcement
- Enjoy bachelorette party
- _____
- _____
- _____

One Month Before

- Put RSVPs into guest-list database and phone invitees who haven't yet responded.
- Get marriage license
- Mail rehearsal-dinner invitations
- Have final dress fitting
- Stock the bar
- Send out as many final payments as you can
- Confirm times for hair and makeup and vendors
- Assign seating
- Purchase bridesmaids' gifts to hand out at the rehearsal dinner
- Write vows, if necessary
- Get hair cut and colored, if desired
- _____
- _____
- _____

Week of

- Reconfirm arrival times with all vendors
- Delegate small wedding-day tasks to friends and family members
- Send final timeline to bridal party
- Make arrangements for the dress to be delivered or pick it up yourself
- Supply photographer with a list of moments you want captured
- Set aside checks and tip envelope for vendors
- Book spa treatment
- Send final guest count to caterer and venues
- Break in shoes
- Assemble welcome baskets and distribute
- Pack for honeymoon
- _____
- _____
- _____
- _____

Weddings-Budget Worksheet

Keep track of money coming in and going out with this handy calculator.

Suggested Percentages	Budgeted Amount	Vendor Estimate
Reception (50 percent)		
Venue and rentals		
Food and service		
Beverages		
Cake		
Miscellaneous fees		
Attire (10 percent)		
Gown and alterations		
Veil and accessories		
Hair and makeup		
Groom's tuxedo or suit		
Miscellaneous fees		
Flowers and Decorations (10 percent)		
Floral arrangements for ceremony		
Bride's bouquet		
Bridesmaids' bouquets		
Boutonnieres		
Corsages		
Reception decorations		
Miscellaneous fees		
Music (10 percent)		
Ceremony musicians		
Cocktail-hour musicians		
Reception band, deejay, or entertainment		
Miscellaneous fees		

Weddings-Budget Worksheet (continued)

Suggested Percentages	Budgeted Amount	Vendor Estimate
Photographs and Video (10 percent)		
Photography		
Videography		
Miscellaneous fees		
Favors and Gifts (3 percent)		
Bridal-party gifts		
Miscellaneous fees		
Ceremony (2 percent)		
Site fee		
Officiant fee or church donation		
Miscellaneous fees		
Stationery (2 percent)		
Save-the-date cards		
Invitations and RSVPs		
Seating cards, place cards, and programs		
Thank-you notes		
Postage		
Miscellaneous fees		
Wedding Rings (2 percent)		
Bride's ring		
Groom's ring		
Transportation (1 percent)		
Limousine or car rental		
Transportation for out-of-town guests		
Miscellaneous fees		

Local Resources

A good band is hard to find. Locate one, and other vendors, with the list below:

Non-budget Hotels:

Hotel Laurance: hotellaurance.com

**Hampton Inn Front Royal: hamptoninn3.hilton.com/en/hotels/virginia/hampton-inn-front-royal-FTRYLHX/index.html

**The George Washington Hotel: <https://www.wyndhamhotels.com/wyndham-grand/winchester-virginia/the-george-washington-a-wyndham-grand-hotel/overview>

Budget Hotels:

Days Inn: wyndhamhotels.com/days-inn/luray-virginia/days-inn-luray-shenandoah/

Hillside Motel: lurayhillsidemotel.com

Luray Caverns WEST: luraycaverns.com/lodging

Non-hotel options:

South Court Inn: southcourttinn.com

Mayne View Inn: mayneview.com

KOA: koa.com/campgrounds/luray

Jellystone Campground: campluray.com

Cabin rental services: homeaway.com or allstarlodging.com

Vrbo.com/628846

Vrbo.com/376951

Vrbo.com/817787

Amazing Grace Getaway Cabin: amazinggracegetaway.com

Chamber listings: luraypage.chambermaster.com/list/ql/accommodations-cabin-2

Caterers:

**Hank's Smokehouse: hankssmokehouse.com

**A la Carte: alacartecaters.com

Local Chop House: localchops.com

Six Star Events: sixstareventsllc.com

Main Street Bakery and Catering: mainstreetbakery-catering.com

Bartenders:

Aaron Wolfe 540.742.5145 or pchsrnner01@gmail.com

**Chris Presgraves 540-860-6432 or amishbartender@gmail.com

Heather Harris 540-819-5679 or Heather8harris@gmail.com

Transportation:

Richard's Bus Lines richardsbus.com

Andras Limousine Services <http://limoandtourbuss.com>

Time 2 Wine: time2winetours.com

DJ:

**Incredible DJs: (Ask for Jean. He's the best.) 4incrediblejds.com

Photographers:

Natural Bliss: <https://www.naturalblissphoto.com>

Ashley Photography: <http://ashleypphoto.com>

Sokolov Photography: <http://www.sokolovphotography.com>

Decorating/flowers:

**Serendipity Decor: Oliva Mullins 540-683-0264 (décor, design, rental items)

Leah Pence, Another Wild Hare: leah@anotherwildhare.com (decor and floral)

**Carper's Florist: <https://carpersflorist.com> (floral)

Vivian's Florist: <http://www.vivianslurayva.com> (floral)

Elegant Momentz : <http://elegantmomentz.com> (decorating only)

Rentals:

**Grand Event Center (tents, too): <https://grandeventcenter.net>

Central Virginia Rentals: <https://www.cvrrental.com>

Makeup:

**Stephanie Gatton: sgatton2003@gmail.com or 540-305-4498

Kaylee Alger: kaylee.alger@gmail.com

Hair:

Laura Totten: idobylaura@gmail.com

Wedding Stationery:

Designs by Allison Rene: www.allisonrmanuel.wixsite.com/designsbyallisonrene

** indicates a **Brandon Elizabeth Events** favorite

Vendor-Contact List

The caterer isn't on speed dial yet? Use this guide to keep all numbers in one place.

Cake Baker

name: _____

address: _____

phone: _____

cell phone: _____

Florist

name: _____

address: _____

phone: _____

cell phone: _____

Reception Venue

name: _____

address: _____

phone: _____

cell phone: _____

Caterer

name: _____

address: _____

phone: _____

cell phone: _____

Musician or DeeJay

name: _____

address: _____

phone: _____

cell phone: _____

Stationer

name: _____

address: _____

phone: _____

cell phone: _____

Ceremony Venue

name: _____

address: _____

phone: _____

cell phone: _____

Officiant

name: _____

address: _____

phone: _____

cell phone: _____

Videographer

name: _____

address: _____

phone: _____

cell phone: _____

Dressmaker

name: _____

address: _____

phone: _____

cell phone: _____

Photographer

name: _____

address: _____

phone: _____

cell phone: _____

Wedding Planner

name: _____

address: _____

phone: _____

cell phone: _____

Liquor List

Below, how much booze to buy for a four-hour event based on your guest list.

Number of Guests	50	100	150	200	250
Red Wine	10 bottles	12 bottles	18 bottles	20 bottles	24 bottles
White Wine	6 bottles	12 bottles	18 bottles	20 bottles	24 bottles
Champagne	10 bottles	20 bottles	30 bottles	40 bottles	50 bottles
Beer	60 bottles	120 bottles	180 bottles	240 bottles	300 bottles
Vodka	2 bottles	4 bottles	5 bottles	8 bottles	10 bottles
Gin	1 bottle	2 bottles	3 bottles	4 bottles	5 bottles
Rum	1 bottle	2 bottles	3 bottles	4 bottles	5 bottles
Bourbon	2 bottles	2 bottles	4 bottles	4 bottles	6 bottles
Scotch <i>(blended)</i>	1 bottle	2 bottles	3 bottles	4 bottles	5 bottles

Keep in Mind...

Brandon Elizabeth Events estimates one drink per person per hour. (A bottle of wine or Champagne contains five drinks; a liter of spirits, 22.) For each bottle of spirits, you need three containers of mixers—club soda, tonic, juice, and so on. Bump up numbers for a Saturday-night affair and lower them for a Sunday soiree. Warm weather outdoor weddings call for more clear liquors (for vodka gimlets and gin-and-tonics), cocktail parties might prompt guests to order martinis, and multi-course sit-downs will necessitate plenty of wine.

Reception Sound Track

To get the party started, request that your musician stick to this set list.

Necessities	Songs I Love	Don't Play
wedding party intros: _____	song: _____ _____	song: _____ _____
artist: _____	artist: _____ _____	artist: _____ _____
first dance: _____	song: _____ _____	song: _____ _____
artist: _____	artist: _____ _____	artist: _____ _____
fatherdaughter dance: _____	song: _____ _____	song: _____ _____
artist: _____	artist: _____ _____	artist: _____ _____
motherson dance: _____	song: _____ _____	song: _____ _____
artist: _____	artist: _____ _____	artist: _____ _____
dining music: _____	song: _____ _____	song: _____ _____
artist: _____	artist: _____ _____	artist: _____ _____
cake-cutting: _____	song: _____ _____	song: _____ _____
artist: _____	artist: _____ _____	artist: _____ _____
last dance: _____	song: _____ _____	song: _____ _____
artist: _____	artist: _____ _____	artist: _____ _____

Emergency-Contact Sheet

Better safe than sorry. Fill out this list and rely on it in the case of a Big-Day snafu.

Band or Deejay (Backup)

name: _____

address: _____

phone: _____

Florist (Backup)

name: _____

address: _____

phone: _____

Liquor Store

name: _____

address: _____

phone: _____

Bank

name: _____

address: _____

phone: _____

Hardware Store

name: _____

address: _____

phone: _____

Seamstress or Tailor

name: _____

address: _____

phone: _____

Caterer or Food Delivery

name: _____

address: _____

phone: _____

Hospital or Physician

name: _____

address: _____

phone: _____

Supermarket

name: _____

address: _____

phone: _____

Dry Cleaner

name: _____

address: _____

phone: _____

Limousine or Taxi Service

name: _____

address: _____

phone: _____

24-hour Drugstore

name: _____

address: _____

phone: _____

