BRIDESMAID FASHION WORKSHEET FOR THE BRIDE

Name _____

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

PURCHASED BRIDESMAID DRESS FROM:

Store: _____

Salesperson: _____

Phone: _____

Email: _____

WWW: _____

Address: _____

Store hours: _____

Directions: _____

Notes: _____

DRESS DETAILS

Designer: _____

Style No./Name: _____

Color: _____

Description: _____

Total Cost: _____

Order Date: _____ Delivery Date: _____

Delivery/Pick-up Instructions: _____

CONFIRMATION OF ORDER

Maid-of-Honor: _____ Date: _____

Bridesmaid: _____ Date: _____

Bridesmaid: _____ Date: _____

Bridesmaid: _____ Date: _____

Bridesmaid: _____ Date: _____

Bridesmaid: _____ Date: _____

Jr. Bridesmaid: _____ Date: _____

Jr. Bridesmaid: _____ Date: _____

Flower Girl: _____ Date: _____

DRESS ACCESSORIES

Shoes

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

Wrap/Shawl

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

Handbag

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

Jewelry

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

BRIDESMAID FASHION WORKSHEET FOR THE BRIDE

Name _____

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

PURCHASED BRIDESMAID DRESS FROM:

Store: _____

Salesperson: _____

Phone: _____

Email: _____

WWW: _____

Address: _____

Store hours: _____

Directions: _____

Notes: _____

DRESS DETAILS

Designer: _____

Style No./Name: _____

Color: _____

Description: _____

Total Cost: _____

Order Date: _____ Delivery Date: _____

Delivery/Pick-up Instructions: _____

CONFIRMATION OF ORDER

Maid-of-Honor: _____ Date: _____

Bridesmaid: _____ Date: _____

Bridesmaid: _____ Date: _____

Bridesmaid: _____ Date: _____

Bridesmaid: _____ Date: _____

Bridesmaid: _____ Date: _____

Jr. Bridesmaid: _____ Date: _____

Jr. Bridesmaid: _____ Date: _____

Flower Girl: _____ Date: _____

DRESS ACCESSORIES

Shoes

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

Wrap/Shawl

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

Handbag

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

Jewelry

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

BRIDESMAID FASHION WORKSHEET

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

PURCHASED BRIDESMAID DRESSES FROM:

Store: _____

Salesperson: _____

Phone: _____

Email: _____

WWW: _____

Address: _____

Store hours: _____

Directions: _____

Notes: _____

DRESS DETAILS

Designer: _____

Style No./Name: _____

Color: _____

Description: _____

Total Cost: _____

Deposit: _____ Date Paid: _____

Balance: _____ Date Paid: _____

Order Date: _____ Delivery Date: _____

Delivery/Pick-up Instructions: _____

SIZE/MEASUREMENTS

Bust: _____

Hips: _____

Size Ordered: _____

Waist: _____

Height or Outseam: _____

ALTERATIONS

Seamstress: _____

Phone: _____

Email: _____

Address: _____

Fee: _____

Fitting Date: _____

Pick-up Date: _____

DRESS ACCESSORIES

Shoes

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

Wrap/Shawl

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

Handbag

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

Jewelry

Designer: _____

Style No./Name: _____

Size: _____ Color: _____ Price: _____

Description: _____

GROOMSMEN FASHION WORKSHEET FOR THE BRIDE

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

PURCHASED/RENTED TUXEDO FROM:

Store: _____

Salesperson: _____

Phone: _____

Email: _____

WWW: _____

Address: _____

Store hours: _____

Directions: _____

_____

Notes: _____

Package Name: _____

Tuxedo Style & Color: _____

_____

Designer: _____

Cost: _____

Order Date: _____

Deposit Paid: _____ Date Paid: _____

Balance Due: _____ Date Paid: _____

Pick-up Date and Time: _____

Return Date and Time: _____

Late Fee: _____

Cancellation Terms: _____

CONFIRMATION OF ORDER

Groom: _____ Date: _____

Best Man: _____ Date: _____

Father of the Bride: _____ Date: _____

Father of the Groom: _____ Date: _____

Groomsman: _____ Date: _____

Groomsman: _____ Date: _____

Groomsman: _____ Date: _____

Groomsman: _____ Date: _____

Groomsman: _____ Date: _____

Usher: _____ Date: _____

Usher: _____ Date: _____

Ring Bearer: _____ Date: _____

ACCESSORIES	Item	Size	Color	Cost	Purchased at
Tie:					
Vest:					
Cummerbund:					
Suspenders:					
Cufflinks:					
Studs:					
Pocket Square:					
Formal Socks:					
Shoes:					
Other:					

GROOMSMEN FASHION WORKSHEET

Name _____

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

PURCHASED/RENTED TUXEDO FROM:

Tuxedo Rental Store: _____

Salesperson: _____

Phone: _____

Email: _____

WWW: _____

Address: _____

Store hours: _____

Notes: _____

Package Name: _____

Tuxedo Style & Color: _____

Designer: _____

Cost: _____

Order Date: _____

Deposit Paid: _____ Date Paid: _____

Balance Due: _____ Date Paid: _____

Fitting Date and Time: _____

Pick-up Date and Time: _____

Return Date and Time: _____

Late Fee: _____

Cancellation Terms: _____

MEASUREMENTS

Pants

Waist: _____ Inseam: _____ Outseam: _____

Jacket

Across the Shoulders: _____ Sleeve Inseam: _____ Sleeve Outseam: _____

Shirt

Neck: _____ Sleeve Length: _____

Shoe Size: _____

ACCESSORIES	Item	Size	Color	Cost	Purchased at
Tie:					
Vest:					
Cummerbund:					
Suspenders:					
Cufflinks:					
Studs:					
Pocket Square:					
Formal Socks:					
Shoes:					
Other:					

WEDDING GOWN & ACCESSORIES ORDER WORKSHEET

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

Bridal Salon: _____
WWW: _____
Salesperson: _____
Phone: _____
Fax: _____
Email: _____
Address: _____

Notes: _____

GOWN ORDER

Designer: _____ Style No./Name: _____
Fabric: _____ Color: _____
Size ordered: _____ Special requests: _____
Price: _____
Expected delivery date: _____

ACCESSORIES ORDER

Shoes

Designer: _____ Style No./Name: _____
Size: _____ Price: _____ Description: _____
Expected delivery date: _____

Veil

Designer: _____ Style No./Name: _____
Size: _____ Price: _____ Description: _____
Expected delivery date: _____

Headpiece

Designer: _____ Style No./Name: _____
Size: _____ Price: _____ Description: _____
Expected delivery date: _____

Gloves

Designer: _____ Style No./Name: _____
Size: _____ Price: _____ Description: _____
Expected delivery date: _____

Wrap/Shawl

Designer: _____ Style No./Name: _____
Size: _____ Price: _____ Description: _____
Expected delivery date: _____

Deposit: _____ Date Paid: _____ Balance Due: _____ Date Paid: _____

Cancellation/Refund Policy: _____

FITTING SCHEDULE

Seamstress: _____
Date & Time: _____
Date & Time: _____
Date & Time: _____

THE BELL TOWER ON 34TH Excellent Events.

BUDGET WORKSHEET

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

WEDDING-RELATED PARTY	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
Engagement Party					
Location Fee					
Catering					
Rentals – linens, tables, chairs, etc...					
Beverages					
Flowers & Décor					
Favors					
Miscellaneous					
Bridesmaid Luncheon					
Location Fee					
Invitations					
Catering					
Rentals – linens, tables, chairs, etc...					
Beverages					
Flowers & Décor					
Favors					
Miscellaneous					
Rehearal Dinner					
Location Fee					
Invitations					
Catering					
Rentals – linens, tables, chairs, etc...					
Beverages					
Flowers & Décor					
Miscellaneous					
Post-Wedding Brunch					
Location Fee					
Invitations					
Catering					
Rentals – linens, tables, chairs, etc...					
Beverages					
Flowers & Décor					
Miscellaneous					

Notes

THE BELL TOWER ON 34TH Excellent Events.

BUDGET WORKSHEET

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

CEREMONY	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
Ceremony Location Fee					
Officiant's Fee					
Marriage License					
Choir or Cantor					
Ceremony Accessories					
Marriage Contract/Ketubah					
Unity Candle					
Aisle Runner					
Yarmulkes					
RECEPTION					
Reception Venue Fee					
Tents					
Lighting					
Rentals					
Tables					
Linens					
Chairs					
China					
Glassware					
Flatware					
Parking/Valet					
Coat Check					
FOOD & DRINK					
Catering					
Cocktail Hour					
Reception Menu					
Wait Staff					
Bar					
Bartenders					
Wine					
Liquor					
Champagne					
Non-alcoholic beverages					
Beer					
Gratuities					
TRANSPORTATION					
Bride and Groom					
Bridal Party					
Guests					
Gratuities					

THE BELL TOWER ON 34TH Excellent Events.

BUDGET WORKSHEET

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

PHOTO & VIDEO	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
Photographer's Fee					
Engagement Portrait					
Proofs					
Wedding Album					
Parents' Albums					
Additional Prints					
Videographer's Fee					
Additional Copies of DVD					
MUSIC					
Ceremony Musicians					
Cocktail Hour Music					
Reception Music					
STATIONERY					
Save-the-Date Cards					
Invitations					
Reply Card					
Reception Card					
Map/Directions Card					
Inner Envelope					
Outer Envelope					
Wedding Programs					
Seating Cards					
Table Numbers					
Place Cards					
Menu Cards					
Cocktail Napkins					
Coasters					
Matchbooks or Barrels					
Thank You Cards					
Postage					
Calligraphy					
Guest Book					
Announcements					
Shipping Charges					

Notes

BUDGET WORKSHEET

WEDDING CAKE	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
Bride's Cake					
Groom's Cake					
Cake Topper					
Serving Set					
Cake Boxes					
Delivery Charges					
FLOWERS & DÉCOR					
Ceremony Site Decorations					
Bride's Bouquet					
Attendants' Bouquets					
Boutonnières					
Flower Girl Accessories					
Corsages and Posies					
Reception Table Centerpieces					
Buffet Table Decorations					
Cocktail Hour Décor					
Car Decorations					
Entranceway Decorations					
Seating Card Table Arrangement					
Restroom Arrangements					
Wreaths					
Garlands					
Cake Table Décor					
Delivery Charges					

Notes

CustomerHub to download or print this page

Visit the Forms section in your Bell Tower

THE BELL TOWER ON 34TH Excellent Events.

BUDGET WORKSHEET

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

WEDDING ATTIRE & BEAUTY	Estimated Cost	Deposit Paid	Date Paid	Balance Due	Date Paid
Wedding Dress					
Veil and headpiece					
Accessories					
Shoes					
Hosiery					
Undergarments					
Garter					
Jewelry					
Hair					
Makeup					
Groom's tuxedo or suit					
Groom's accessories					
Shoes					
Cufflinks					
Tie					
Pocket Square					
Wedding Rings					
GIFT & FAVORS					
Maid-of-Honor and Bridesmaid Gifts					
Best Man and Groomsmen Gifts					
Flower Girl and Ring Bearer Gifts					
Gifts for Bride's Parents					
Gifts for Groom's Parents					
Guest Room Gifts					
Wedding Favors					
HONEYMOON					
Airfare					
Hotel Accommodations					
Meals					
Activities (golf, theatre, spa, etc...)					

Notes

GUEST LIST TRACKER

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

Name(s): _____
Children: _____
Address: _____
City, State and Zip Code: _____
Table No.: _____
Entrée Choice: _____
Save-the-date card mailed: Yes No
Invitation mailed: ☐ Thank you card mailed: ☐
Attending: Yes No Total in party: _____
Parties:
Engagement Party Yes No Thank you card mailed: ☐
Bridal Shower Yes No Thank you card mailed: ☐
Rehearsal Dinner Yes No
Post-Wedding Brunch Yes No
Notes: _____

Name(s): _____
Children: _____
Address: _____
City, State and Zip Code: _____
Table No.: _____
Entrée Choice: _____
Save-the-date card mailed: Yes No
Invitation mailed: ☐ Thank you card mailed: ☐
Attending: Yes No Total in party: _____
Parties:
Engagement Party Yes No Thank you card mailed: ☐
Bridal Shower Yes No Thank you card mailed: ☐
Rehearsal Dinner Yes No
Post-Wedding Brunch Yes No
Notes: _____

Name(s): _____
Children: _____
Address: _____
City, State and Zip Code: _____
Table No.: _____
Entrée Choice: _____
Save-the-date card mailed: Yes No
Invitation mailed: ☐ Thank you card mailed: ☐
Attending: Yes No Total in party: _____
Parties:
Engagement Party Yes No Thank you card mailed: ☐
Bridal Shower Yes No Thank you card mailed: ☐
Rehearsal Dinner Yes No
Post-Wedding Brunch Yes No
Notes: _____

Name(s): _____
Children: _____
Address: _____
City, State and Zip Code: _____
Table No.: _____
Entrée Choice: _____
Save-the-date card mailed: Yes No
Invitation mailed: ☐ Thank you card mailed: ☐
Attending: Yes No Total in party: _____
Parties:
Engagement Party Yes No Thank you card mailed: ☐
Bridal Shower Yes No Thank you card mailed: ☐
Rehearsal Dinner Yes No
Post-Wedding Brunch Yes No
Notes: _____

Name(s): _____
Children: _____
Address: _____
City, State and Zip Code: _____
Table No.: _____
Entrée Choice: _____
Save-the-date card mailed: Yes No
Invitation mailed: ☐ Thank you card mailed: ☐
Attending: Yes No Total in party: _____
Parties:
Engagement Party Yes No Thank you card mailed: ☐
Bridal Shower Yes No Thank you card mailed: ☐
Rehearsal Dinner Yes No
Post-Wedding Brunch Yes No
Notes: _____

Name(s): _____
Children: _____
Address: _____
City, State and Zip Code: _____
Table No.: _____
Entrée Choice: _____
Save-the-date card mailed: Yes No
Invitation mailed: ☐ Thank you card mailed: ☐
Attending: Yes No Total in party: _____
Parties:
Engagement Party Yes No Thank you card mailed: ☐
Bridal Shower Yes No Thank you card mailed: ☐
Rehearsal Dinner Yes No
Post-Wedding Brunch Yes No
Notes: _____

WEDDING TRAVEL WORKSHEET

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

Whether or not you are having a destination wedding, you may have some guests who need to make travel arrangements. Secure a discounted/ group rate at a local hotel and let your guests know in which hotel they should reserve a room. If you have a large group flying in for your wedding, you can also secure a discounted rate with an airline. Use this worksheet to keep track of travel arrangements for your guests.

HOTEL

Name: _____ Notes: _____

Address: _____

Main Number: _____

Reservations Phone Number: _____

WWW: _____

Contact: _____

Email: _____

Phone: _____

Fax: _____

Room Rate: _____

Reservations must be made by: _____

Number of Rooms Reserved: _____

Reservation Code: _____

Confirmation Number: _____

AIRLINE

Carrier: _____ Notes: _____

Contact Person: _____

Email: _____

Phone number: _____

WWW: _____

Arriving Airport: _____

Reservation Deadline: _____

Reservations Phone Number: _____

Reservation Code: _____

Confirmation Number: _____

GROUND TRANSPORTATION

Company: _____ Notes: _____

Contact Person: _____

Phone: _____

Email: _____

WWW: _____

Pick-up Location/Time: _____

Drop off Location: _____

Reservation deadline: _____

Confirmation Number: _____

HONEYMOON DETAILS

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

DAY 1

Date: _____ Contact: _____

Time: _____ Email: _____

Event: _____ Phone: _____

Location: _____ Fax: _____

WWW: _____ Address: _____

Items to bring: _____

DAY 2

Date: _____ Contact: _____

Time: _____ Email: _____

Event: _____ Phone: _____

Location: _____ Fax: _____

WWW: _____ Address: _____

Items to bring: _____

DAY 3

Date: _____ Contact: _____

Time: _____ Email: _____

Event: _____ Phone: _____

Location: _____ Fax: _____

WWW: _____ Address: _____

Items to bring: _____

DAY 4

Date: _____ Contact: _____

Time: _____ Email: _____

Event: _____ Phone: _____

Location: _____ Fax: _____

WWW: _____ Address: _____

Items to bring: _____

Notes

HONEYMOON TRAVEL DETAILS

DESTINATION: _____

Air Travel

To:

Depart From (Airport): _____ Destination: _____

Airline: _____ Flight No.: _____

Date: _____ Time: _____

Transfer Flight Information (if necessary)

Depart From (Airport): _____ Destination: _____

Airline: _____ Flight No.: _____

Date: _____ Time: _____

From:

Depart From (Airport): _____ Destination: _____

Airline: _____ Flight No.: _____

Date: _____ Time: _____

Transfer Flight Information (if necessary)

Depart From (Airport): _____ Destination: _____

Airline: _____ Flight No.: _____

Date: _____ Time: _____

Total Cost: _____

Ground Transportation to Airport

Car Service: _____

Contact/Phone: _____

Confirmation No.: _____

Pick-up Time/Place: _____

Rate: _____

Ground Transportation to Hotel

Car Service: _____

Contact/Phone: _____

Confirmation No.: _____

Pick-up Time/Place: _____

Rate: _____

Ground Transportation to Airport

Car Service: _____

Contact/Phone: _____

Confirmation No.: _____

Pick-up Time/Place: _____

Rate: _____

Ground Transportation to Home

Car Service: _____

Contact/Phone: _____

Confirmation No.: _____

Pick-up Time/Place: _____

Rate: _____

Accommodations

Hotel Name: _____

Phone: _____

Address: _____

WWW: _____

Nightly Rate: _____

Package: _____

Hotel Name: _____

Phone: _____

Address: _____

WWW: _____

Nightly Rate: _____

Package: _____

Total Cost: _____

Reservations

Restaurant: _____

Address: _____

Phone: _____

Date/Time: _____

Restaurant: _____

Address: _____

Phone: _____

Date/Time: _____

Entertainment

Theatre Tickets: _____

Spa Appointments: _____

Golf Reservations: _____

Other: _____

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

HONEYMOON TRAVEL WORKSHEET

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

LODGING

Hotel No.1: _____

Contact: _____

Phone: _____

Email: _____

Address: _____

_____

WWW: _____

Discount Code: _____

Hotel No.2: _____

Contact: _____

Phone: _____

Email: _____

Address: _____

_____

WWW: _____

Discount Code: _____

Hotel No.3: _____

Contact: _____

Phone: _____

Email: _____

Address: _____

_____

WWW: _____

Discount Code: _____

Hotel No.4: _____

Contact: _____

Phone: _____

Email: _____

Address: _____

_____

WWW: _____

Discount Code: _____

GROUND TRANSPORTATION

From hotel to airport

Company: _____

WWW: _____

Contact: _____

Email: _____

Phone: _____

Cell Phone: _____

Fax: _____

Pick-up Time: _____ Location: _____

Travel Agent/Wedding Coordinator: _____

Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

WWW: _____

For guests to/from wedding

Company: _____

WWW: _____

Contact: _____

Email: _____

Phone: _____

Cell Phone: _____

Fax: _____

To Wedding Pick-up Time: _____ Location: _____

To Hotel Pick-up Time: _____ Location: _____

Notes

_____

_____

_____

_____

_____

THE BELL TOWER ON 34TH Excellent Events.

THANK YOU'S

Who	What	Done

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

VENDOR DETAILS

BAKER

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

BEAUTY WORKSHEET - HAIR

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

HAIR STYLIST

Name: _____

Salon: _____

Phone: _____

Address: _____

_____

Hours: _____

WWW: _____

Email: _____

Trial Appointment Date & Time: _____

Trial Fee: _____

Notes: _____

INSERT PHOTOS from hair trial—front, back and side view

WEDDING DAY APPOINTMENT

Location: _____

Date & Time: _____

Estimated number of hours: _____

Services included: _____

Total Cost of Service (including tip): _____

Overtime Rate: _____

Notes: _____

BEAUTY WORKSHEET - MAKEUP

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

MAKEUP ARTIST

Name: _____

Salon: _____

Phone: _____

Address: _____

_____

Hours: _____

WWW: _____

Email: _____

Trial Appointment Date & Time: _____

Trial Fee: _____

Notes: _____

INSERT PHOTOS from makeup trial

LIST MAKEUP COLORS HERE:

Lipstick: _____ Eye Shadow: _____ Mascara: _____

Lip Liner: _____ Eye Shadow: _____ Blush: _____

Lip Gloss: _____ Eye Liner: _____ Foundation: _____

WEDDING DAY APPOINTMENT

Location: _____

Date & Time: _____

Estimated number of hours: _____

Services included: _____

Total Cost of Service (including tip): _____

Overtime Rate: _____

Notes: _____

VENDOR DETAILS

CEREMONY LOCATION

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

VENDOR DETAILS

FLORIST

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

FLOWER WORKSHEET

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Notes: _____

PERSONAL FLOWERS	Description	Quantity	Cost
Bride's Bouquet			
Maid-of-honor's bouquet			
Bridesmaids' bouquets			
Groom's boutonnière			
Groomsmen/Ushers' boutonnières			
Corsages/posies for moms and grandmothers			
Flower Girl's basket and headpiece			
Ring Bearer pillow and boutonnière			
Other special boutonnières and corsages			
Tossing bouquet			
Extra boutonnière for the groom			
CEREMONY DÉCOR			
Aisle runner			
Pew/chair decorations			
Altar/chuppah decorations			
Candles and holders			
Entranceway arrangement			
Wreaths			
Garland			
Tossing petals			
Other arrangements			
RECEPTION DÉCOR			
Entranceway arrangement			
Seating card table arrangement			
Guestbook table decor			
Bar decorations			
Cocktail table decorations			
Bride and Groom's chair decorations			
Reception centerpieces			
Candles and holders			
Buffet table decor			
Cake decor			
Cake-table decorations			
Restroom baskets/arrangements			
Getaway car decorations			
Other arrangements			

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

MUSIC PLAY/DO NOT PLAY LIST

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

BRIDE & GROOM'S SONG SUGGESTIONS

Song	Artist

BRIDAL PARTY SONG SUGGESTIONS

Song	Artist

DO NOT PLAY LIST

Song	Artist

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MUSIC WORKSHEET

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

CEREMONY	Song	Performed by	Start time
Prelude - guests arriving/being seated			
Processional			
Honored guests			
Grandparents			
Bridesmaids and groomsmen			
Bridesmaids and groomsmen			
Bridesmaids and groomsmen			
Bridesmaids and groomsmen			
Bridesmaids and groomsmen			
Best man			
Groom's parents – if not walking with groom			
Groom			
Maid-of-honor			
Flower girl and ring bearer			
Bride and her father (and mother)			
Ceremony			
Interlude			
Lighting of the unity candle			
Choir			
Vocal/Solo			
Recessional			
Postlude – guests leaving ceremony site			
COCKTAIL HOUR			
Receiving Line			
Cocktail Hour			
RECEPTION			
Bridal Party's entrance			
Bride & Groom's entrance			
Couple's first dance			
Father/daughter dance			
Mother/son dance			
Guests' first dance			
Traditional Dance			
Dinner Music			
Dancing			
Cake Cutting			
Bouquet Toss			
Garter Toss			
Father of the Bride's Toast Introduction			
Best Man's Toast Introduction			
Maid-of-Honor's Toast Introduction			
Special Request			
Last Dance			

VENDOR DETAILS

MUSICIANS / DJ

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

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THE BELL TOWER ON 34TH Excellent Events.

VENDOR DETAILS

OFFICIANT

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

PHOTO SHOT LIST

Visit the Forms section in your Bell Tower CustomerHub to download or print this page

PORTRAITS

- [ ] Bride
- [ ] Groom
- [ ] Bride and Groom
- [ ] Bride, with detail of back of dress
- [ ] Bride with maid-of-honor
- [ ] Bride with bridesmaids
- [ ] Bride with all of her attendants
- [ ] Bride with her parents
- [ ] Groom with best man
- [ ] Groom with groomsmen
- [ ] Groom with all of his attendants
- [ ] Groom with his parents
- [ ] Ring bearer with flower girl
- [ ] Entire bridal party
- [ ] Bride with her mom
- [ ] Bride with her dad
- [ ] Bride with both moms
- [ ] Bride and Groom with bride's parents
- [ ] Bride and Groom with groom's parents
- [ ] Bride and Groom with bride's family
- [ ] Bride and Groom with groom's family
- [ ] Bride with her siblings
- [ ] Groom with his siblings
- [ ] Bride and Groom with both sets of parents
- [ ] Bride and Groom with grandparents
- [ ] Groom with his mom
- [ ] Groom with his dad
- [ ] Bride and Groom walking away from the camera
- [ ] Group shot of the Bride and Groom with all of their guests
- [ ] _____
- [ ] _____

PRE-WEDDING

- [ ] Wedding gown hanging before Bride gets dressed
- [ ] Bride and attendants getting ready
- [ ] Groom and groomsmen getting ready
- [ ] Mother and maid-of-honor helping bride get ready
- [ ] Reception area being set up
- [ ] Groom leaving for the ceremony
- [ ] Groom seeing bride for the first time – if not at ceremony
- [ ] Bride and Groom signing marriage contract
- [ ] Bride leaving for ceremony
- [ ] Bride and her dad getting into car
- [ ] _____
- [ ] _____

CEREMONY

- [ ] Signs directing guests to wedding
- [ ] Guests arriving at ceremony site
- [ ] Bride and her dad getting out of their car
- [ ] Ushers escorting special guests to their seats
- [ ] Both sets of parents entering
- [ ] Both sets of parents being seated
- [ ] Groom walking down the aisle
- [ ] Each member of the bridal party walking down the aisle
- [ ] Child attendants walking down the aisle
- [ ] Bridal Party awaiting Bride at altar
- [ ] Bride walking down the aisle
- [ ] Special guests watching the ceremony
- [ ] Special reading or songs during ceremony
- [ ] Bride and Groom exchanging rings
- [ ] Bride and Groom reciting their vows
- [ ] Bride and Groom lighting unity candle
- [ ] Bride and Groom's first kiss
- [ ] Bride and Groom leading recessional
- [ ] Guests tossing rice, petals, seeds, etc...
- [ ] Bride's and Groom's hands with wedding rings
- [ ] Bride and Groom in front of ceremony site after the ceremony
- [ ] Bride and Groom getting in getaway car
- [ ] _____
- [ ] _____

RECEPTION

- [ ] Relatives and friends signing guest book
- [ ] Guests at cocktail hour
- [ ] Bride and Groom arriving at reception site
- [ ] Bride and Groom greeting guests/receiving line
- [ ] Reception site set
- [ ] Centerpieces
- [ ] Place settings
- [ ] Cake table
- [ ] Bride and Groom's formal entrance
- [ ] Point-of-view of the Bride and Groom as they enter the reception site
- [ ] Father of the Bride's toast
- [ ] Best Man's toast
- [ ] Maid-of-Honor's toast
- [ ] Bride and Groom making their toast/speech
- [ ] Group picture of guests at each table
- [ ] Bride and Groom's first dance – up close
- [ ] Bride and Groom's first dance from a distance
- [ ] Bride dancing with her dad
- [ ] Groom dancing with his mom
- [ ] Guests dancing
- [ ] Traditional dances
- [ ] Bride and Groom speaking with their guests
- [ ] Wedding cake
- [ ] Cake cutting
- [ ] Bride and Groom feeding each other cake
- [ ] Wedding favors
- [ ] Bride tossing bouquet
- [ ] Bride and Groom departing
- [ ] Back of getaway car
- [ ] _____
- [ ] _____

VENDOR DETAILS

PHOTOGRAPHER

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

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VENDOR DETAILS

RECEPTION LOCATION

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

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RENTALS WORKSHEET

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Rental Company: _____
Contact: _____
Phone: _____
Email: _____
Fax: _____
Address: _____
WWW: _____

Notes: _____

Tent Company: _____
Contact: _____
Phone: _____
Email: _____
Fax: _____
Address: _____
WWW: _____

Notes: _____

Lighting Company: _____
Contact: _____
Phone: _____
Email: _____
Fax: _____
Address: _____
WWW: _____

Notes: _____

RENTAL ITEMS

Tent:

Size
- ☐ Height _____ Width _____ Length _____

Style
- ☐ Frame _____
- ☐ Pole _____
- ☐ Canopy _____

Sidewalls
- ☐ Solid white _____
- ☐ Windows _____
- ☐ Clear _____

Flooring
- ☐ Subfloors – Height off ground _____
- ☐ Floor _____
- ☐ Carpeting Color: _____
- ☐ Artificial turf _____
- ☐ Dance floor _____

Lighting
- ☐ Generators _____
- ☐ Uplighting _____
- ☐ Stage lighting _____
- ☐ Spot lighting _____
- ☐ Ceremony lighting _____
- ☐ Dance floor lighting _____

Temperature
- ☐ Heaters _____
- ☐ Air conditioning _____

Stage
- ☐ Height _____ Width _____ Length _____

Tables:

Cocktail Tables Style No.: _____
- ☐ Quantity _____
- ☐ Size _____

Cocktail Hour Chairs Style No.: _____
- ☐ Quantity _____

Reception Tables
- ☐ Round: Style No.: _____ Quantity: _____
  - ☐ 48" Seats _____ number of guests
  - ☐ 54" Seats _____ number of guests
  - ☐ 60" Seats _____ number of guests
  - ☐ 66" Seats _____ number of guests
  - ☐ 72" Seats _____ number of guests
- ☐ Square: Style No.: _____ Quantity: _____
  - ☐ 48" Seats _____ number of guests
  - ☐ 60" Seats _____ number of guests
  - ☐ 72" Seats _____ number of guests
- ☐ Rectangle: Style No.: _____ Quantity: _____
  - ☐ 4' Seats number of guests
  - ☐ 6' Seats number of guests
  - ☐ 8' Seats number of guests

Head Table
- ☐ Size _____ Shape _____ Style No.: _____

Cake Table
- ☐ Size _____ Shape _____ Style No.: _____

RENTALS WORKSHEET

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Reception Chairs

- ☐ Folding - Wood — Style No.: _____ Color: _____ Quantity: _____
- ☐ Folding - Other — Style No.: _____ Color: _____ Quantity: _____
- ☐ Bentwood — Style No.: _____ Color: _____ Quantity: _____
- ☐ Reception — Style No.: _____ Color: _____ Quantity: _____
- ☐ _____ — Style No.: _____ Color: _____ Quantity: _____

China:

- ☐ Dinner plates — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Salad plates — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Rimmed soup bowls — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Chargers — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Dessert plates — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Tea cups and saucers — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Bread and butter plates — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Hors d'oeurves plates — Pattern: _____ Style No.: _____ Quantity: _____

Flatware:

- ☐ Salad fork — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Dinner fork — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Dinner knife — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Fish fork — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Fish knife — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Butter knife — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Teaspoon — Pattern: _____ Style No.: _____ Quantity: _____
- ☐ Tablespoon — Pattern: _____ Style No.: _____ Quantity: _____

Glassware:

- ☐ Water goblets — Style No.: _____ Quantity: _____
- ☐ White Wine glasses — Style No.: _____ Quantity: _____
- ☐ Red Wine glasses — Style No.: _____ Quantity: _____
- ☐ Champagne Flutes — Style No.: _____ Quantity: _____
- ☐ Rock glasses — Style No.: _____ Quantity: _____
- ☐ Tumblers — Style No.: _____ Quantity: _____
- ☐ _____ — Style No.: _____ Quantity: _____
- ☐ _____ — Style No.: _____ Quantity: _____

Linens:

- ☐ Round Tablecloths — Style No.: _____ Size: _____ Color: _____
- ☐ Long Tablecloths — Style No.: _____ Size: _____ Color: _____
- ☐ Buffet Table Linens — Style No.: _____ Size: _____ Color: _____
- ☐ Table Pads or Liners — Style No.: _____ Size: _____ Color: _____
- ☐ Overlays/Skirting — Style No.: _____ Size: _____ Color: _____
- ☐ Cake table linens — Style No.: _____ Size: _____ Color: _____
- ☐ Seating card table linens — Style No.: _____ Size: _____ Color: _____
- ☐ Cocktail table linens — Style No.: _____ Size: _____ Color: _____
- ☐ Dinner Napkins — Style No.: _____ Size: _____ Color: _____
- ☐ Cocktail Napkins — Style No.: _____ Size: _____ Color: _____
- ☐ Chair Covers — Style No.: _____ Size: _____ Color: _____

RENTALS WORKSHEET

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Service Trays:

- ☐ Round — Style No.: _____ Quantity: _____
- ☐ Oval — Style No.: _____ Quantity: _____
- ☐ Square — Style No.: _____ Quantity: _____
- ☐ Rectangular — Style No.: _____ Quantity: _____
- ☐ Tray Stands — Style No.: _____ Quantity: _____

Serving Pieces:

- ☐ Chafing Dishes — Style No.: _____ Quantity: _____
- ☐ Coffee Pot — Style No.: _____ Quantity: _____
- ☐ Coffee Urn — Style No.: _____ Quantity: _____
- ☐ Creamer and Sugar Sets — Style No.: _____ Quantity: _____
- ☐ Platters — Style No.: _____ Quantity: _____
- ☐ Salt and Pepper Shakers — Style No.: _____ Quantity: _____
- ☐ Serving Bowls — Style No.: _____ Quantity: _____
- ☐ Tea Service — Style No.: _____ Quantity: _____
- ☐ Water Pitchers — Style No.: _____ Quantity: _____
- ☐ Wine Carafes — Style No.: _____ Quantity: _____

Other:

- ☐ Dance Floor — Style No.: _____ Size: _____
- ☐ Candle Holders — Style No.: _____ Quantity: _____
- ☐ Portable Toilets — Style No.: _____ Quantity: _____
- ☐ Candelabras — Style No.: _____ Quantity: _____
- ☐ _____ — Style No.: _____ Quantity: _____
- ☐ _____ — Style No.: _____ Quantity: _____
- ☐ _____ — Style No.: _____ Quantity: _____
- ☐ _____ — Style No.: _____ Quantity: _____
- ☐ _____ — Style No.: _____ Quantity: _____

Rentals

Subtotal: _____ Deposit: _____ Deposit Paid: _____ Balance: _____ Balance Paid: _____

Tents

Subtotal: _____ Deposit: _____ Deposit Paid: _____ Balance: _____ Balance Paid: _____

Lighting

Subtotal: _____ Deposit: _____ Deposit Paid: _____ Balance: _____ Balance Paid: _____

Total Due: _____

Notes:

VENDOR DETAILS

STATIONER

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

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TRANSPORTATION WORKSHEET

Company: _____ Notes: _____

Contact: _____

Phone: _____

Email: _____

Fax: _____

Address: _____

WWW: _____

BRIDE & FATHER OF THE BRIDE

Type of Car:

- ☐ Classic Car — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Limousine — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Town Car — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Horse & Carriage — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Other_____ — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Own Cars

Make/Model: _____ Purpose: _____

Pick-Up Location: _____ Drop-off Location: _____

Pick-up Time: _____ Drop-off Time: _____

Driver's Name: _____ Driver's Cell Number: _____

Special instructions: _____ Overtime Rates: _____

BRIDAL PARTY

Type of Car:

- ☐ Limousine — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Town Car — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Van — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Chartered Bus — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Other_____ — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Own Cars

Make/Model: _____ Purpose: _____

Pick-Up Location: _____ Drop-off Location: _____

Pick-up Time: _____ Drop-off Time: _____

Driver's Name: _____ Driver's Cell Number: _____

Special instructions: _____ Overtime Rates: _____

GUESTS

Type of Car:

- ☐ Van — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Chartered Bus — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Rented Trolley — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Other_____ — Capacity: _____ Cost/hr: _____ Est. Hrs: _____ Total Cost: _____
- ☐ Own Cars

Make/Model: _____ Purpose: _____

Pick-Up Location: _____ Drop-off Location: _____

Pick-up Time: _____ Drop-off Time: _____

Driver's Name: _____ Driver's Cell Number: _____

Special instructions: _____ Overtime Rates: _____

Total Cost: _____

Deposit: _____ Date Paid: _____ Balance Due: _____ Date Paid: _____

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VENDOR DETAILS

VIDEOGRAPHER

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

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WEDDING CAKE WORKSHEET

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Baker: _____

Contact: _____

Phone: _____

Email: _____

Fax: _____

Address: _____

WWW _____

Style:

- ☐ Traditional
- ☐ Modern
- ☐ Ornate
- ☐ Simple
- ☐ Themed

Shape:

- ☐ Round
- ☐ Square
- ☐ Cupcakes
- ☐ Sculpted shape

Construction:

- ☐ Tiered, stacked — Number of Tiers _____
- ☐ Tiered, with columns — Number of Tiers _____
- ☐ Sheet cake

Adorned with:

- ☐ Fresh flowers
- ☐ Sugar flowers
- ☐ Fresh fruit
- ☐ Cake topper
- ☐ Piping
- ☐ Fondant
- ☐ Gum Paste
- ☐ Marzipan

Icing:

- ☐ Buttercream
- ☐ Fondant
- ☐ Ganache
- ☐ Meringue
- ☐ Mousseline
- ☐ Royal icing

Flavors:

Cake: _____ _____ _____

Fillings: _____ _____ _____

Special Instructions: _____

_____

_____

Notes: _____

_____

_____

_____

_____

_____

_____

Icing Colors:

_____

_____

_____

Theme:

_____

_____

Number of Slices: _____

Estimated Cost: _____ Total Cost: _____

Deposit: _____ Date Paid: _____

Balance Due: _____ Date Paid: _____

Groom's Cake

Theme:

_____

_____

Flavors:

_____

_____

_____

_____

Fillings:

_____

_____

_____

_____

Number of Slices: _____

Estimated Cost: _____ Total Cost: _____

Deposit: _____ Date Paid: _____

Balance Due: _____ Date Paid: _____

WEDDING STATIONERY ORDER WORKSHEET

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HOST LINE: _____

REQUEST LINE: _____

BRIDE'S & GROOM'S NAMES: _____

WEDDING DATE & TIME: _____

LOCATION LINE: _____

ATTIRE: _____

RECEPTION CARD: _____

REPLY CARD: _____

PRINTING:

Printing Method: Engraved Letterpress Thermography

Type of Paper: _____ Paper Color: _____ Ink Color: _____

Typeface/Font: _____

Style Number/Name: _____

Description: _____

Return Address printed on envelopes: Yes No

Address: _____

Approved Proof: Yes No

Total Cost: _____

Deposit: _____ Date Paid: _____ Balance Due: _____ Date Paid: _____

WEDDING STATIONERY ORDER WORKSHEET

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PRE-WEDDING

Engagement announcements	Quantity	_____	_____
Engagement party invitations	Quantity	_____	_____
Save-the-date cards	Quantity	_____	_____
Thank you cards	Quantity	_____	_____
Rehearsal dinner invitations	Quantity	_____	_____

WEDDING INVITATIONS

Invitations	Quantity	_____	_____
Inner-Envelopes	Quantity	_____	_____
Outer-Envelopes	Quantity	_____	_____
Reply Cards and envelopes	Quantity	_____	_____
Reception cards	Quantity	_____	_____
Map insert	Quantity	_____	_____
Direction cards	Quantity	_____	_____
Travel and accommodation information	Quantity	_____	_____
Pew cards	Quantity	_____	_____
In-case-of-rain cards	Quantity	_____	_____

CEREMONY/RECEPTION

Program	Quantity	_____	_____
Reserved seating signs	Quantity	_____	_____
Guest book	Quantity	_____	_____
Seating cards	Quantity	_____	_____
Table numbers	Quantity	_____	_____
Place cards	Quantity	_____	_____
Menu Cards	Quantity	_____	_____
Printed napkins	Quantity	_____	_____
Matchbooks or barrels	Quantity	_____	_____
Favor tags	Quantity	_____	_____

POST-WEDDING

Thank you cards	Quantity	_____	_____
Wedding announcements	Quantity	_____	_____
Moving announcements or change of address cards	Quantity	_____	_____

VENDOR DETAILS

WEDDING PLANNER

Company: _____

WWW: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Place company's business card here:

Notes: _____

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BRIDAL PARTY CONTACT LIST

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MAID-OF-HONOR

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

BRIDESMAID

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

BRIDESMAID

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

BRIDESMAID

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

BRIDESMAID

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

JUNIOR BRIDESMAID

Name: _____

Parents' Names: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

FLOWER GIRL

Name: _____

Parents' Names: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

BEST MAN

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

GROOMSMAN

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

GROOMSMAN

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

GROOMSMAN

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

GROOMSMAN

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

USHER

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

RING BEARER

Name: _____

Parents' Names: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Special Assignment: _____

CEREMONY ORDER

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Client		Event Date	
Grandparents			
Groom		Escorted By	
Groom		Escorted By	
Bride		Escorted By	
Bride		Escorted By	
Parents			
Bridal Party			
Bridesmaids		Groomsmen	
Walking in Together or Seperate (please circle)			
MOH		Best Man	
MOH		Best Man	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
Ring Bearer			
Flower Girl			
Bride		Escorted By	

Date of Rehearsal:

Time of Rehearsal:

Any Items Left:

Event Producer:

CEREMONY WORKSHEET

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PROCESSIONAL ORDER

In the numbers below, list the order of your wedding processional

No.1 _____ and _____

No.2 _____ and _____

No.3 _____ and _____

No.4 _____ and _____

No.5 _____ and _____

No.6 _____ and _____

No.7 _____ and _____

No.8 _____ and _____

No.9 _____ and _____

No.10 _____ and _____

RECESSIONAL ORDER

In the numbers below, list the order of your wedding recessional

No.1 _____ and _____

No.2 _____ and _____

No.3 _____ and _____

No.4 _____ and _____

No.5 _____ and _____

No.6 _____ and _____

No.7 _____ and _____

No.8 _____ and _____

No.9 _____ and _____

No.10 _____ and _____

CEREMONY PARTS

IIn the numbered list below, list the parts of your ceremony, and who is assigned to each part: (readings, songs, etc...)

No.1 _____ and _____

No.2 _____ and _____

No.3 _____ and _____

No.4 _____ and _____

No.5 _____ and _____

No.6 _____ and _____

No.7 _____ and _____

No.8 _____ and _____

No.9 _____ and _____

No.10 _____ and _____

DAY OF WEDDING CHECKLIST

Don't forget these important items on your wedding day:

- [ ] Wedding dress, veil and headpiece
- [ ] Shoes, hosiery and undergarments
- [ ] Jewelry
- [ ] Something old, new, borrowed and blue
- [ ] Gloves, if wearing
- [ ] Emergency Kits, for the bride, groom and bridesmaids (see separate template)
- [ ] Copies of vendor and bridal party contact list and timeline for the day
- [ ] Wedding programs, if you haven't already delivered them to the ceremony site
- [ ] Wedding favors, if you haven't already delivered them to the reception site
- [ ] Marriage license
- [ ] Wedding bands and ring bearer pillow
- [ ] Suitcase, airline tickets and passports if you're leaving for your honeymoon from the reception
- [ ] Copy of your wedding vows, if you're writing your own
- [ ] Copy of your wedding toast, if you are planning to make a speech
- [ ] Envelopes with tips for vendors

Notes:

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