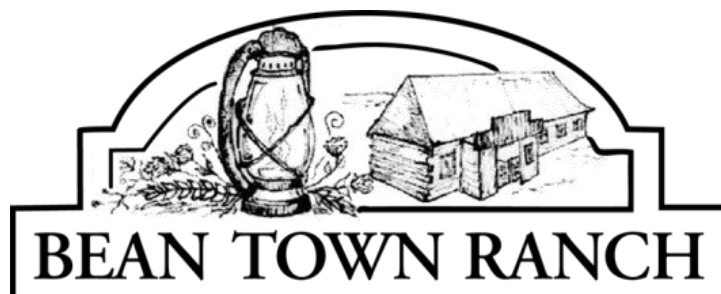


*Follow us on Facebook and check out our recent testimonials, photos of our newlyweds and much more!
Suivez-nous sur Facebook et découvrez nos récents témoignages, des photos de nos nouveaux mariés et bien plus encore!*



Wedding Help Book



Bean Town Ranch inc.

2891 Concession 3
North Plantagenet, Ontario K0B 1L0
Tel: 613-673-5894
E-mail: info@beantownranch.com
Web site: <http://www.beantownranch.com>



Time line

You will find worksheets to help you plan and organize the really important details that will make up your wedding, from the budget to the guest list to the music and to the flowers. **Start with the timeline below** and set deadlines for yourselves. If you have less than six months to plan your wedding, don't panic! Just get started as soon as possible. And never allow the details to overshadow the joy of this event.

More Than Eight Months Prior to Your Wedding

- Think about the type of wedding you want – formal or informal, big or small
- Set a budget
- Compile guest list and organize addresses
- Choose attendants
- Order dress and accessories including veil and shoes
- Book officiant
- Order wedding cake
- Book florist
- Book music for ceremony and reception
- Book photographer and videographer
- Plan and book honeymoon
- Send save-the-date cards (if needed)

Six to Eight Months Prior to Your Wedding

- Arrange transportation for the wedding day
- Order stationery including invitations and thank you notes (earlier if designing custom pieces), book calligrapher, if using
- Register for gifts
- Purchase wedding rings
- Purchase or reserve groom's attire
- Choose attendants' attire
- Buy stockings and any special lingerie your dress requires
- Choose favours
- Choose gifts for wedding party
- Reserve accommodations for out-of-town guests
- Sign up for dance lessons (if needed)



Four to Six Months Prior to Your Wedding

- Discuss details of menu with Bean Town
- Discuss service with officiant
- Choose readings for ceremony
- Write your wedding vows (if needed)
- Schedule rehearsal time*
- Mail invitations
- Write thank you notes as gifts arrive
- Have first dress fitting (with shoes and lingerie)

** Rehearsal at B.T. is private. Full rehearsal with attendants is not required. If you want all attendants present, a \$100 fee is required. All Season's or your chosen officiant can conduct a rehearsal at your home.*

Two to One Month Prior to Your Wedding

- Have programs printed (if required)
- Obtain marriage license and request certified copies
- If you intend to change your name, prepare the necessary documents
- Try out hairstyle and makeup, with veil and accessories
- Send change-of-address information to post office (if necessary)
- Contact local newspapers about publishing wedding announcement
- Buy or arrange guest book

Two Weeks Prior to Your Wedding

- Have final dress fittings with accessories and lingerie
- Begin seating plan and write place cards (if needed)
- Notify Bean Town of guest count
- Write toasts for rehearsal dinner and wedding reception
- Break in wedding shoes at home
- Designate someone to look after your home while you are on your honeymoon
- Confirm where your guests will be staying, if you plan to deliver welcome notes or gifts to their rooms
- Book final meeting with Bean Town



One Week Prior to Your Wedding

- Finalize seating plan
- Assign specific responsibilities, such as handing out corsages and boutonnieres, emptying gift table to members of your wedding party
- Pick up dress or have it delivered
- Confirm honeymoon arrangements and give your itinerary to a friend or family member in case of emergency
- Pack for honeymoon
- Update Bean Town with final guest and meal counts

One Day Prior to Your Wedding

- Confirm transportation arrangements for ceremony and reception
- Have manicure and pedicure (if needed)
- Rehearse ceremony at home
- Hold rehearsal dinner; give gifts to wedding party. If you choose, give gifts to parents to thank them for their support
- Prepare tip and payment envelopes for officiant and vendors and make arrangements for Bean Town to distribute them.

On Your Wedding Day

- Relax and enjoy yourselves!

Notes



Budget Planner

Before you plan your wedding know how much you can spend and what you want to spend it on. As a general guideline, allot approximately 50 percent of your budget to the reception (location, food and beverages). Then allot up to 10 percent each for flowers, photography, attire and music. The rest goes to stationery, favours, gifts and any other details.

Ceremony and Reception

- _____ Officiant's fee
- _____ Marriage license
- _____ Reception-site fee
- _____ Food
- _____ Cake
- _____ Bar
- _____ Rentals
- _____ Couple's transportation
- _____ Guests' transportation and parking
- _____ Tips
- _____ **Subtotal**

Photography

- _____ Photographer's fee
- _____ Engagement portrait
- _____ Wedding album
- _____ Parents' albums
- _____ Additional prints
- _____ Videography
- _____ **Subtotal**

Music

- _____ Ceremony music
- _____ Cocktail-hour music
- _____ Reception music
- _____ **Subtotal**

Stationery

- _____ Save-the-date cards
- _____ Invitations & envelopes
- _____ Programs
- _____ Seating cards, place cards, and menu cards
- _____ Thank you notes
- _____ Postage
- _____ Calligraphy
- _____ Announcements
- _____ **Subtotal**

Flowers

- _____ Bride's bouquet
- _____ Maid of honour's and bridesmaids' bouquets
- _____ Flower girl's accessories
- _____ Corsages
- _____ Boutonnieres
- _____ **Subtotal**

Attire

- _____ Bride's dress
- _____ Headpiece and veil
- _____ Bride's shoes
- _____ Lingerie
- _____ Jewelry and accessories
- _____ Hair and make-up
- _____ Manicure and pedicure
- _____ Groom's tuxedo or suit
- _____ Groom's accessories
- _____ Bride's and groom's rings
- _____ Alterations and dry cleaning
- _____ **Subtotal**

Gifts, Favours, Extras

- _____ Maid of honour's gift
- _____ Bridesmaids' gifts
- _____ Best man's gift
- _____ Groomsmen's gifts
- _____ Child attendants' gifts
- _____ Couple's gifts to each other
- _____ Parents' gifts
- _____ Guest's gifts
- _____ Favours
- _____ Ring pillow
- _____ Guest Book
- _____ **Subtotal**

_____ **Total**



Guest List Planner

Once you've finalized the list for your wedding, use this planner to keep track of pertinent information such as phone numbers, addresses, who has responded, and how many thank you notes you owe. Photocopy this page as many times as you need to.

Name(s) _____
 Address _____

 Telephone Number _____
 E-mail Address _____
 Gift _____

Save-the date card sent
 Invitation sent
 R.S.V.P. received
 Thank you sent
 Number attending ____

Name(s) _____
 Address _____

 Telephone Number _____
 E-mail Address _____
 Gift _____

Save-the date card sent
 Invitation sent
 R.S.V.P. received
 Thank you sent
 Number attending ____

Name(s) _____
 Address _____

 Telephone Number _____
 E-mail Address _____
 Gift _____

Save-the date card sent
 Invitation sent
 R.S.V.P. received
 Thank you sent
 Number attending ____

Name(s) _____
 Address _____

 Telephone Number _____
 E-mail Address _____
 Gift _____

Save-the date card sent
 Invitation sent
 R.S.V.P. received
 Thank you sent
 Number attending ____



Photography Planner

To ensure that your photographer captures all the most important moments of your wedding on film, provide him or her with a list of specific events and names of important guests to photograph. Then designate a close friend or relative to help the photographer locate the people on it. Discuss which shots should be in color and which in black and white.

Portraits

- | | |
|--|--|
| <input type="checkbox"/> Bride | <input type="checkbox"/> Bride with parents |
| <input type="checkbox"/> Groom | <input type="checkbox"/> Groom with parents |
| <input type="checkbox"/> Bride and groom | <input type="checkbox"/> Bride and groom with bride's parents |
| <input type="checkbox"/> Bride, with detail of back of dress | <input type="checkbox"/> Bride and groom with bride's family |
| <input type="checkbox"/> Groom with best man | <input type="checkbox"/> Bride and groom with groom's family |
| <input type="checkbox"/> Groom with groomsmen | <input type="checkbox"/> Bride and groom with both sets of parents |
| <input type="checkbox"/> Bride with maid of honour | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bride with bridesmaids | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ring bearer with flower girl | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Entire wedding party | <input type="checkbox"/> _____ |

Pre-Wedding

- | | |
|---|---|
| <input type="checkbox"/> Bride and attendants getting ready | <input type="checkbox"/> Bride leaving for ceremony |
| <input type="checkbox"/> Groom and attendants getting ready | <input type="checkbox"/> Groom leaving for ceremony |
| <input type="checkbox"/> Mother or maid of honour helping bride getting ready | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Reception site being set up | <input type="checkbox"/> _____ |

Ceremony

- | | |
|---|---|
| <input type="checkbox"/> Signs directing guests to wedding | <input type="checkbox"/> Bride walking down the aisle |
| <input type="checkbox"/> Wedding programs | <input type="checkbox"/> Special guests watching ceremony |
| <input type="checkbox"/> Ceremony site, with guests arriving | <input type="checkbox"/> Wedding kiss |
| <input type="checkbox"/> Ushers escorting special guests to their seats | <input type="checkbox"/> Bride and groom leading recessional |
| <input type="checkbox"/> Both sets of parents entering | <input type="checkbox"/> Signing of wedding certificate |
| <input type="checkbox"/> Groom walking down the aisle or awaiting bride | <input type="checkbox"/> Bride's and groom's hands displaying rings |
| <input type="checkbox"/> Bridal party at ceremony spot awaiting bride | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Child attendants walking down the aisle | <input type="checkbox"/> _____ |

Reception

- | | |
|---|---|
| <input type="checkbox"/> Friends signing guest book | <input type="checkbox"/> Bride and groom's first dance |
| <input type="checkbox"/> Guests at cocktail hour | <input type="checkbox"/> Bride dancing with her father |
| <input type="checkbox"/> Reception site set for dinner | <input type="checkbox"/> Groom dancing with his mother |
| <input type="checkbox"/> Seating cards display | <input type="checkbox"/> Guests dancing |
| <input type="checkbox"/> Centerpieces | <input type="checkbox"/> Favours |
| <input type="checkbox"/> Place settings | <input type="checkbox"/> Wedding cake |
| <input type="checkbox"/> People giving toasts | <input type="checkbox"/> Bride and groom cutting the cake |
| <input type="checkbox"/> Bride and groom listening to toasts | <input type="checkbox"/> Bride and groom departing |
| <input type="checkbox"/> Group pictures of guests at each table | <input type="checkbox"/> _____ |



Music Planner

Fill in this page with your song choices and give a copy to the musicians and deejays so they know when and what to play. It's a good idea to make a note of specific songs you don't want to hear as well.

Ceremony

	Song	Performed by	Start Time
Prelude	_____	_____	_____
Processional	_____	_____	_____
Ceremony	_____	_____	_____
Recessional	_____	_____	_____

Reception

	Song	Performed by	Start Time
Cocktail Hour	_____	_____	_____
Entrance in the Hall	_____	_____	_____
Cake Cutting	_____	_____	_____
Couple's First Dance	_____	_____	_____
Bride Father Dance	_____	_____	_____
Groom Mother Dance	_____	_____	_____
Removal of the garter belt	_____	_____	_____
Bouquet toss	_____	_____	_____
Last Dance of the Evening	_____	_____	_____



Other Special Requests

Song	Performed by	Start Time

“Do Not Play” List

Song	Performed by	Start Time



Flower Planner

It's easier to talk with your florist – and stay within your budget for flowers – if you begin with a complete list of the arrangements you want. We've included a list of flowers by seasons to get you started.

Wedding Party

Description

Bride's Bouquet

Bride's Headpiece

Maid of Honour's and Bridesmaids' Bouquets

Flower Girl's Headpiece and Basket

Groom's Boutonniere

Best Man's and Groomsmen's Boutonnieres

Ring Bearer's Boutonniere

Mothers' Corsages

Other Special Guests' Corsages

Fathers' Boutonnieres

Other Special Guests' Boutonnieres

Other

Flowers by Season

Year-Round	Spring	Summer	Fall	Winter
Calla Lily	Cherry Blossom	Astilbe	Autumn Leaves	Amaryllis
Carnation	Daffodil	Cosmos	Chrysanthemum	Anemone
Freesia	Dogwood	Dahlia	Dahlia	Evergreen
Gardenia	Forsythia	Daisy	Seasonal Berries	Forced Bulbs
Hydrangea	Hellebore	Delphinium	Sunflower	Poinsettia
Lily	Hyacinth	Garden rose		
Orchid	Lilac	Gladiolus		
Ranunculus	Lily-of-the-Valley	Hollyhock		
Rose	Muscari	Lady's Mantle		
Stephanotis	Peony	Larkspur		
	Quince	Marigold		
	Sweet Pea	Scabiosa		
	Tulip	Snapdragon		
	Viburnum	Violet		
		Zinnia		



Reception Seating Planner

Use this worksheet along with your guest list to decide who will sit with whom at the reception. If you will assign places at each table, sketch out the shapes and configuration of the tables and transfer the names to your drawing. Photocopy this page as many times as you need to. Bean Town will then send you a customized room chart.

Table No. _____

Table No. _____

Table No. _____

Table No. _____

Table No. _____

Table No. _____
