

VERMONT *Bride*

WEDDING PLANNER WORKSHEET

Use the following worksheets, along with Vermont Bride magazine, for stress-free wedding planning. Full of useful and practical tips, timelines, checklists, vendor recommendations, plus space to make notes.

START HERE

Wedding Date: _____

Total Budget: _____

Theme/Color Palette: _____

Maid/Matron-of-Honor: _____

Bridesmaids: _____

Best Man: _____

Groomsmen: _____

Ring Bearer: _____

Flower Girl(s): _____

Notes: _____

12 months until the big day:

- Decide on a budget.
- Hire wedding planner.
- Hire caterer.
- Set date & book venue.
- Begin dress shopping.
- Begin researching vendors.
- Choose a style and palette.
- Begin guest list.
- Hire photographer.

9 months until the big day:

- Finalize guest list.
- Take engagement photos.
- Select & order dress.
- Select invitations.
- Choose favors.
- Submit engagement announcement to local paper.
- Book church/officiant.
- Have engagement party.
- Choose bridesmaid dresses.
- Hire entertainment.
- Book honeymoon.
- Book hotel rooms.
- Send save-the-dates.
- Hire florist.
- Reserve any rentals.
- Book hair and makeup.
- Order passports (if needed).

6 months until the big day:

- Hire transportation.
- Hire calligrapher.
- Schedule first dress fitting.
- Reserve rehearsal venue.
- Choose groomsmen attire.
- Schedule pre-marital counseling sessions.
- Purchase wedding bands.
- Order wedding cake.

3 months until the big day:

- Mail invitations.
- Finalize ceremony.
- Request groomsmen measurements.
- Select bridal party accessories.
- Schedule hair and makeup for bridal party.
- Purchase items for ceremony/reception.
- Purchase bridal undergarments.
- Schedule and take bridal portraits.
- Select reception music.
- Make final flower choices.
- Purchase contents for welcome bags.
- Collect photos for slide-show.
- Purchase gifts for bridal party.
- Choose special songs for reception.
- Schedule last dress fittings.
- Make day-of getting ready arrangements.

1 month until the big day:

- Secure your marriage license.
- Send day-of schedule to vendors.
- Send day-of schedule to bridal party.
- Break in your wedding day shoes.
- Send final vendor payments.
- Create list of "must-have" images for photographer.
- Submit wedding announcement to the local paper to be published after the wedding.
- Purchase gifts for each other.
- Schedule drop-off with venue.
- Confirm honeymoon arrangements.
- Collect final RSVPs and finalize seating.
- Write your vows.

2 weeks until the big day:

- Get hair cut and colored.
- Touch base and confirm with all vendors.
- Send final guest count to caterer.
- Assemble out-of-town welcome bags.
- Start paperwork to change your name.

1 week until the big day:

- Provide seating chart to venue.
- Designate someone to bring accessories.
- Drop off welcome bags to hotel.
- Designate someone to retrieve materials from reception.
- Get cash for tips and designate a day-of-distributor.
- Drop off materials to venue.
- Designate someone to take gifts home.
- Pack your bag for the honeymoon.

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BAR SERVICE

Vermont Bride Recommends:

Have Your Cake Catering - pg. 9
skinnypancake.com/catering

Budget for Bar Service: _____ Open Bar or Cash Bar? _____

Does the reception venue offer bar service? Y or N Signature Drink: _____

BUDGETING TIP: Trim your costs and still have an open bar by only offering beer and wine.

BRIDAL GOWN ALTERATIONS & PRESERVATION

Vermont Bride Recommends:

The Sewing Basket - pg. 13
sewingbasketvt.com

Budget for Alterations: _____ Budget for Preservation: _____

TIP: Time is of the essence when it comes to preservation. Be sure to send your gown for cleaning as soon as you can after your wedding. Proper cleaning and preservation will ensure your gown will last for many years to come.

BRIDAL GOWNS FORMALWEAR & ACCESSORIES

Vermont Bride Recommends:

Fiori Bridal Boutique - pg. 11
fioribridal.com

Needleman's Bridal & Formal - pg. 67
needlemansbridal.com

Sewly Yours Bridal, sewlyyours.com - pg. 37

The Sewing Basket - pg. 13
sewingbasketvt.com

Budget for Bridal Gown: _____ Style of Gown: _____

Bridal Accessories: _____
(veil, headpieces, shoes, shawl/wrap, gloves, clutch, fascinator)

Bridesmaid Dress Color/Style: _____

Budget for Groom's Tuxedo: _____ Colors for Groom's Tie & Vest _____

Groom's Accessories: _____ Groomsmen's Ties & Vests: _____

TIP: Start gown shopping as soon in advance as you can! It can take a few shopping trips to find "the one" and up to two months for your gown to come in, plus time for alterations.

BUDGET TIP: As tempting as it may be, don't try on gowns that are beyond your budget.

CAKES & PASTRIES

Vermont Bride Recommends:

Bakery at Junior's, juniorsvt.com - pg. 90

Ben & Jerry's, benjerry.com - pg. 43

Caketopia Cakes - pg. 28
caketopiacakes.com

Delicate Decadence Cake Boutique - pg. 17
delicate-decadence.com

Budget for Wedding Cake: _____ Budget for Groom's Cake: _____

Budget for Dessert Bar or other treats: _____

Style/Theme: _____

Flavors: _____

Cake Topper: _____

Cake Stand & Other Display Items: _____

TIP: Make sure to give yourself enough time to taste and decide on a cake design. Be sure you like the way your cake tastes and don't assume you know how a certain flavor will taste without trying it first - flavors can vary from baker to baker.

CALLIGRAPHY

Vermont Bride Recommends:

Lydia Batten Calligraphy - pg. 88
lydiabatten.com

Budget for Calligraphy: _____ Number of Total Addresses? _____

TIP: Make sure to build in ample time for your calligrapher to complete your order, it may take up to several weeks for a large project to be finished and most will charge extra for a rush job.

CATERING

Vermont Bride Recommends:

The Abbey, - pg. 17
theabbeyrestaurant.net

Ben & Jerry's, benjerry.com - pg. 43

The Essex, essexresortspa.com - pg. 3

Have Your Cake Catering - pg. 9
skinnypancake.com/catering

Junior's Long Island Catering - pg. 90
juniorsvt.com

Tasty Persuasions Catering - pg. 73
tastypersuasions.com

TED Manchester, VT - pg. 49
tedrestaurant.com

Budget for Catering: _____ Sit Down, Buffet or Cocktails? _____

How many Appetizers? _____ How many Entrée Choices? _____

Desired cuisine or food style: _____

Foods to avoid: _____

Is the caterer handling rentals? Y or N Is the caterer handling setup/breakdown? Y or N

TIPS: Some wedding venues have on-site catering or a preferred list of caterers, so it is important to decide on a venue first.

Don't forget to include your band, dj, and photographer(s) in your total head count - they need to eat too!

BUDGET TIP: Save money by having your wedding and reception earlier in the day and serving a brunch, lunch or late afternoon cocktail party with heavy appetizers.

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DJ SERVICES

Vermont Bride Recommends:

Gerry Lawrence - pg. 21
vermontbridemagazine.com

Green Mountain Sound and Entertainment
greenmtnsound.com - pg. 88

Heliand Consort DJ Services - pg. 91
heliandconsort.org

Peak Entertainment, peakdj.com - pg. 87

SuperSounds DJ Co. - pg. 37
supersounds.com

Wedding DJ VT, weddingdjvt.com - pg. 89

Budget for DJ: _____ Does the DJ provide a dancefloor? Y or N

Song for First Dance: _____

Song for Bride/Father Dance: _____

Song for Groom/Mother Dance: _____

Any other must-have songs: _____

TIPS: Make a Do Not Play list in addition to a Play List to ensure only songs you love will get played. Most DJs will be able to serve as your emcee as well, but make sure to specify this in the agreement ahead of time.

BUDGET TIP: Hire your DJ to work your ceremony and reception to avoid hiring two or more vendors.

FAVORS

Vermont Bride Recommends:

VT Mountain Syrup - pg. 91
vermontbridemagazine.com

Budget for Favors: _____ Number of favors needed? _____

TIP: Make your wedding favors stress free and meaningful by donating to a local charity in honor of your guests.

BUDGET TIP: Cut costs by having one favor per couple, instead of one favor per person.

FLORAL DESIGNS

Vermont Bride Recommends:

Creative Muse Floral Design - pg. 81
creativemusevt.com

Crimson Poppy Flower Shoppe - pg. 89
vermontbridemagazine.com

Hawley's Florist - pg. 28
hawleyweddingflorist.com

Peck's Flower Shop. - pg. 85
pecksflowershopvt.com

Sarah's Weddings by Betty's Flower Basket
sarahsweddings.com - pg. 31

Village Green Florist - pg. 49
vgfloristvt.com

Budget for Florist: _____ Number of Bouquets: _____ Number of Boutonnieres: _____

Color palette for bouquets: _____

Color palette for boutonnieres: _____

Centerpiece design ideas: _____

Specific flowers to include: _____

TIPS: Add a meaningful memento to your bouquet, such as your grandmother's brooch or an embroidered handkerchief, or carry the same flowers that your mother had to add a special, personal touch.

BUDGET TIP: Choose flowers that are native and in season, they will cost less than exotic varieties.

GIFTS & BRIDAL REGISTRIES

Vermont Bride Recommends:

Danforth Pewter - pg. 88
danforthpewter.com

The Kitchen Store at J.K. Adams - pg. 21
jkadams.com

PierVana Hair, Spa, Jewels - pg. 85
piervanahair.com

Budget for Gifts: _____ Store(s) to register at: _____

Bridesmaid Gift(s): _____

Groomsmen Gift(s): _____

Flower Girl/Ring Bearer Gift(s): _____

TIPS: Instead of buying a gift, offer to chip in towards the cost of the bridesmaid dresses or tux rentals. Purchase matching necklace and earring sets for the bridesmaids and matching ties for the groomsmen to serve as both their gift and a way to coordinate their attire for the wedding.

HAIRSTYLISTS

Vermont Bride Recommends:

Kerry Armstrong Formal Hair Design
kerryarmstrongvt.com - pg. 28

Essex Resort & Spa - pg. 3
essexresortspa.com

Lush Salon & Boutique - pg. 55
lushstowe.com

PierVana Hair, Spa, Jewels - pg. 85
piervanahair.com

Budget for Hair Stylist: _____ On-site or off-site: _____

Stylists needed for MOH, bridesmaids, flower girl, MOB, MOG, etc.? _____

Bridal hairstyle ideas: _____

MOH and Bridesmaid hairstyle ideas: _____

Hair accessories (veil, flowers etc.): _____

TIPS: Take pictures at your hair and makeup trial from different angles and in different lights and multiple expressions. Speak up if you don't like something and don't be afraid to ask for a second trial if you are unhappy with the first.

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HONEYMOONS

Vermont Bride Recommends:

Cultural Crossroads - pg. 88
culturalcrossroads.com

Budget for Honeymoon: _____ Honeymoon Location: _____

BUDGET TIP: Have a Dollar Dance at your reception. Guests pay \$1 to dance with the bride and groom, and you end up with some cash on hand to have for your honeymoon travels.

Go on a Mini-Moon, a shorter version of the traditional Honeymoon- read about it on page 28.

INVITATIONS

Vermont Bride Recommends:

Lydia Batten Calligraphy - pg. 88
lydiabatten.com

Budget for Invitations: _____ Number of Invitations Needed? _____

Inserts needed (directions, accommodations, etc.): _____

BUDGET TIP: Combine additional info onto one card to cut down on the number of inserts and overall weight.

JEWELRY

Vermont Bride Recommends:

PierVana Hair, Spa, Jewels - pg. 85
piervanahair.com

Budget for wedding bands: _____ Budget for additional jewelry: _____

Style preferences: _____

TIP: Consider your lifestyle when choosing ring styles to make sure it will be comfortable to wear every day.

LIFE PLANNING INFO

Vermont Bride Recommends:

Northern Builders, Inc - pg. 87
northernbuildersvt.com

Home buying or improvement might not be on your mind while planning your wedding, but after the big day often comes a home purchase. Or you may want to spruce up your existing home if you are hosting your wedding there. Either way, trusted local professionals can help make the process go smoothly.

MAKEUP ARTISTS

Vermont Bride Recommends:

Essex Resort & Spa - pg. 3
essexresortspa.com

Lush Salon & Boutique - pg. 55
lushstowe.com

PierVana Hair, Spa, Jewels - pg. 85
piervanahair.com

Budget for Makeup: _____ On-site or off-site: _____

Makeup artist needed for MOH, bridesmaids, flower girl, MOB, MOG, etc.?

Bridal makeup ideas: _____

MOH and Bridesmaid makeup ideas: _____

TIPS: Bring a lipstick or lip gloss to the reception to do touch ups throughout the day as it wears off.

BUDGET TIP: Hire a professional who does both hair and makeup, rather than hiring two people. (Keep in mind that if your entire wedding party is getting their hair or makeup done you may need multiple stylists.)

MUSICIANS

Vermont Bride Recommends:

Lisa Carlson, ensembles with flute - pg. 90
lisaflute.com

Classic Consort, classicconsort.com - pg. 17

Helian Consort, helianconsort.org - pg. 91

Dayve Hockett- guitar - pg. 91
dayvehockett.net

Love That Duo, lovethatduo.com - pg. 91

Vermont Wedding Violinist - pg. 88
vermontweddingviolinist.com

Budget for Musician: _____ Ceremony, Reception or both? _____

Ceremony music selections: _____

Style of music: _____

TIPS: Consider the setting when choosing musicians. A church ceremony may only require one or two musicians, whereas a large, outdoor ceremony may need a larger ensemble to be heard well.

BUDGET TIP: If you really want to include live music at your reception, but don't have the budget to hire them for the entire evenings, have them play just during cocktails and dinner, then switch to a less expensive option for dancing.

PHOTO BOOTHS

Vermont Bride Recommends:

Green Mountain Photobooth - pg. 37
greenmtphotobooth.com

Budget for Photobooth: _____ Does the DJ offer a photobooth? Y or N

Location of photobooth at the reception: _____

TIP: Personalize the photobooth with custom props, signs, or an erasable board where guests can write a message.

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PHOTOGRAPHERS

Vermont Bride Recommends:

Amperсанд Wedding Photography
andweddingphoto.com - pg. 67

Lary Asam Photography - pg. 28
lasamphoto.com

Cat Cutillo Photography & Video - pg. 88
catcutilloweddings.com

Cyndi Freeman Photography - pg. 19
cyndi-photography.com

Ben Hudson Photography - pg. 55
benhudsonphotography.com

Letter10 Creative - pg. 85
letter10creative.com

Kim Martin Photography - pg. 87
kimmartinphoto.com

Polis Photography - pg. 73
polisfoto.com

Jeff Schneiderman Photography - pg. 49
jeffschneiderman.com

Synchronicity Photography - pg. 91
synchronicityphotography.net

Budget for Photographer: _____ Budget for engagement photos: _____

Do you want a hard copy of the photos? Y or N Do you want a photo album? Y or N

What style of photography do you prefer; Traditional, Photo-Journalistic, Natural Light, Fine Art, Creative

List of photos you want to make sure the photographer takes- can be certain poses with the groom or with the wedding party, with certain family or friends at the reception, a family photo, or specific decor, etc.:

TIPS: Meet with any photographer before hiring to be sure that you feel comfortable with them and your personalities click, this will ensure natural and stress-free interaction on the day of your wedding.

Consider doing formal pictures before the ceremony. It might go against tradition, but it will alleviate a lot of stress and allow you to spend more time with your guests. It can also offer unique photo opportunities of the first moment you see each other, and allow flexibility in going to different locations for unique, fun photos.

BUDGET TIP: Opt to create your own wedding album instead of splurging on a professional one. You can also DIY parent and grandparent albums, as well as other keepsake photos for your wedding party. This is especially easy if you make sure to receive a hard copy of all the images on a disc. It might cost more up-front, but in the long run it will help you save.

TENTS & RENTALS

Vermont Bride Recommends:

Celebration Rentals - pg. 13
celebrateinvt.com

Classy Potty's, - pg. 31
classypottysvweb.com

Vermont Vintage Rentals - pg. 55
vermontvintagerentals.com

Budget for Rentals: _____ Will you need a tent? Y or N How large? _____

Will you need outdoor restrooms? Y or N Does the venue allow set-up the day before? Y or N

How many tables/chairs will you need: _____

Other rentals needed: _____

TIP: Don't forget to rent tables (and tablecloths) for gifts, the wedding cake, catering, and other display tables.

BUDGET TIP: Save money on set-up by having a group of friends help you put up the tables, chairs and table décor.

TRANSPORTATION

Vermont Bride Recommends:

Burlington Limousine & Car Service
burlingtonvlimo.com - pg. 19

Budget for Transportation: _____ How many passengers? _____

Will you need transportation for guests to and from the hotel(s)? Y or N

Type of transportation desired (limo, antique car, bus etc.): _____

TIPS: If you are providing transportation for your guests to and from their hotel, be sure to include this information on both your invitation and in your welcome bags. It is usually a good idea to try and get a head count on your RSVP cards, so that you can be sure you have hired enough transportation (or you may end up needing less!).

TUXEDOS

Vermont Bride Recommends:

Needleman's Bridal & Formal - pg. 67
needlemansbridal.com

The Sewing Basket - pg. 13
sewingbasketvt.com

Budget for Tuxedo: _____ Number of Groomsmen needing a tuxedo: _____

Colors for coordinating vests and ties, etc: _____

TIP: Personalize rentals with fun colored ties, bow ties, or suspenders. They can serve double duty as your thank you gift.

BUDGET TIP: Many rental shops will offer the groom's tuxedo rental free with a certain number of groomsmen rentals.

VIDEOGRAPHY

Vermont Bride Recommends:

Cat Cutillo Photography & Video - pg. 88
catcutilloweddings.com

Video Memory, videomemory.biz - pg. 90

Budget for Videography: _____ Ceremony, Reception, or Both: _____

Do you want music on the final edited video? Y or N Do you want interviews with guests etc.? Y or N

TIP: Ask if your videographer what their style is and be sure to view samples of their previous work before hiring.

BUDGET TIP: Cust costs by only having the first two or four hours recorded, instead of the whole event.

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VERMONT VENUE GUIDE

<i>Vermont Bride</i> Recommends:	LOCATION	WEBSITE	PAGE	LODGING	REHEARSALS	RECEPTIONS	CATERING	SPA SERVICES
The Abbey Restaurant	Enosburg Falls	theabbeyrestaurant.net	17		YES	YES	YES	
An Affair By The Lake	Addison	anaffairbythelake.com	91		YES	YES		
Arlington Inn	Arlington	arlingtoninn.com	13	YES	YES	YES	YES	
Basin Harbor Club & Resort	Vergennes	basinharbor.com	5	YES	YES	YES	YES	
Blueberry Hill Inn	Goshen	blueberryhillinn.com	85	YES	YES	YES	YES	
Brandon Inn	Brandon	brandoninn.com	73	YES	YES	YES		
Burlington Country Club	Burlington	burlingtoncountryclub.org	81		YES	YES	YES	
Catamount Country Club	Williston	catamountcountryclub.com	4		YES	YES	YES	
Echo Lake Aquarium & Science Center	Burlington	rentecho.com	19		YES	YES	YES	
Essex Resort & Spa	Essex	essexresortspa.com	3	YES	YES	YES	YES	YES
Hampton Inn Burlington	Burlington	burlington.hamptoninn.com	6	YES	YES	YES	YES	
The INN at Willow Pond	Manchester	innatwillowpond.com	49	YES	YES	YES	YES	
Jay Peak Resort	Jay	jaypeakresort.com	2	YES	YES	YES	YES	YES
Junior's Italian	Colchester	juniorstv.com	90		YES	YES	YES	
Middlebury Inn	Middlebury	middleburyinn.com	9	YES	YES	YES	YES	YES
Mountain Top Inn & Resort	Chittenden	mountaintopinnweddings.com	100	YES	YES	YES	YES	YES
The Old Lantern Inn & Barn	Charlotte	oldlantern.com	43	YES	YES	YES	YES	
Parkmont Farm	Hyde Park	parkmontfarm.com	89			YES		
Ponds at Bolton Valley Resort	Bolton	thepondsvt.com	3	YES	YES	YES	YES	
Sheraton Burlington Hotel	South Burlington	sheraton.com/burlington	99	YES	YES	YES	YES	
Sleepy Hollow Inn	Huntington	skisleepyhollow.com	89	YES	YES	YES		
Stowe Mountain Resort	Stowe	stowe.com	55	YES	YES	YES	YES	YES
Stables & Inn at Pigeon Hill Farm	East Berkshire	pigeonhillfarm.com	87	YES		YES	YES	
Sunset Ballroom	South Burlington	vermontspecialoccasions.com	21	YES	YES	YES	YES	
White Rocks Inn	Wallingford	whiterocksinn.com	11	YES	YES	YES	YES	

Budget for Reception: _____ Budget for Rehearsal: _____ Onsite Lodging Needed? Y or N

What style of venue do you want; Modern, Rustic, Outdoor, Elegant Ballroom, Intimate & Cozy: _____

How many wedding guests: _____ How many rehearsal guests: _____ Number of rooms to block: _____

TIP: Narrow down the type of venue you want and the amenities you desire before you start looking to keep yourself from being too overwhelmed.

BUDGET TIP: Have a lot of out of town guests? Want to create a wedding weekend celebration? Consider renting out an entire inn, or having it at a resort that offers everything on site. Take advantages of packages-this will be less expensive than having events in several different locations.

WEDDING EVENT PLANNERS

Vermont Bride Recommends:

Blue Sky Weddings & Events - pg. 90
blueskyweddingsandevents.com

Pollination Event Company - pg. 91
pollinationevents.com

Budget for Event Planner: _____ Does your venue offer an on-site planner? Y or N

Will you require Complete Planning, Design, or Day-Of Coordination: _____

TIP: Always get an agreement with a wedding planner in a written contract, that you both sign. It should detail exactly what the planner is, and is not, responsible for and will help eliminate any confusion on the big day.

BUDGET TIP: Even if you can't afford a planner for every detail, hiring a day-of coordinator is well worth the investment.

WEDDING UPLIGHTING

Vermont Bride Recommends:

Celebration Rentals - pg. 13
celebrateinvermont.com

Green Mountain Sound and Entertainment
greenmtnsound.com - pg. 88

Peak Entertainment, peakdj.com - pg. 87

Vermont Wedding Uplighting Company
supersounds.com - pg. 37

Budget for Lighting: _____ Does your venue offer any lighting? Y or N

What type of uplighting would you like; Dramatic, Elegant, Bold & Colorful? _____

Do you want uplighting throughout your reception space, or just on the dance floor? _____

TIP: Dark, rich colors, like purple, will create a lounge feel, while bright colors, like yellow, will add energy to the room.

BUDGET TIP: A little bit goes a long way- even if you just add colorful lighting to one part of the reception, such as the dancefloor, it will add a lot of drama and impact to the overall décor.