



Planning Worksheets

PLAN WITH STYLE WORKSHEET PACKET!

ESTABLISHED 2013
*Meredith
Events*
WEDDINGS

WWW.MEREDITHEVENTS.COM

In the Know

A little about this packet

Hey doll! I am so happy you decided to download this gorgeous set of planning worksheets. As a wedding planner, the right tools not only help me stay organized but also inspire me. This packet has been created with that idea in mind. You can print each worksheet as many time as you like. Take these worksheets with you to your meetings and watch your work flow improve!

This packet includes

- Vendor Checklist
- Weekly Planner
- Daily Planner
- Goal Planner
- Note Pad



Vendor Checklist

WITH INQUIRY SUGGESTIONS



Ceremony Venue - Do they allow your wedding rehearsal to take place on location the day before your wedding?



Reception Venue - What is their capacity, hours and are any rentals included like tables, chairs and linens?



Catering - Do they provide staff to bus tables, dinnerware and someone to cut and serve the cake?



Cake Designer - Will your cake designer provide you with a cake stand? If not, they are available at retail stores.



Bartender Service - Do they provide ice, ice chests, cups, garnishes, cocktail napkins and their own mobile bar?



Florist - Will they meet with you at your venue and will they have staff to drop off, set up and pick-up?



Bridal Salon - Do they have a tailor on site or a list of preferred tailors they can provide?



Hair & Makeup - Do they have enough staff for your entire wedding party and will they provide you a trial-run?



Photographer - Do they have a price sheet that outlines what is included in each of their packages?

Vendor Checklist

WITH INQUIRY SUGGESTIONS



Videography -What is their turn around time and do they offer discounts if their logo is included in your video?



Rentals - Do they charge extra for Saturday delivery and pick-up and do they set up or just drop off?



Suits & Tuxes - Do they provide on-site tailors and when should the rentals be returned?



DJ - How many hours are included and will they set up at ceremony if different location from reception?



Band- Do they need a private room for breaks, will they make announcements and play a playlist on breaks?



Invitations - Do they give you a designer to work with, mail them out for you and track your RSVPs?



Officiant - Will they come to your rehearsal and will they assist you in picking the vows you want read?



Transportation - Do they provide their driver's phone number for day-of communication?



Accommodations - Do they offer a group rate and a free honeymoon suite if hotel block quota is met?



Goal Planner

CREATE YOUR MONTHLY GOALS

Goal 1:

Due Date:

Goal 2:

Due Date:

Goal 3:

Due Date:


Daily Planner


WHAT ARE YOUR DAILY GOALS?


GOALS


PRIORITIES


TO-DO LIST











Morning

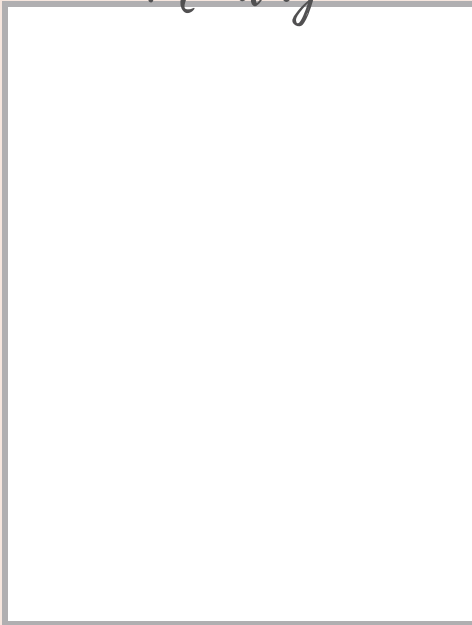
Afternoon

Night

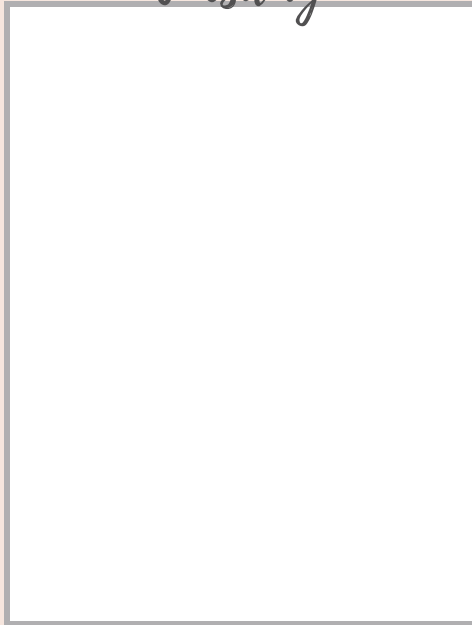
Weekly Planner

CREATE YOUR ACTION PLAN AND TO-DO LIST

Monday

A large, empty rectangular box with a thin grey border, intended for planning the day of Monday.

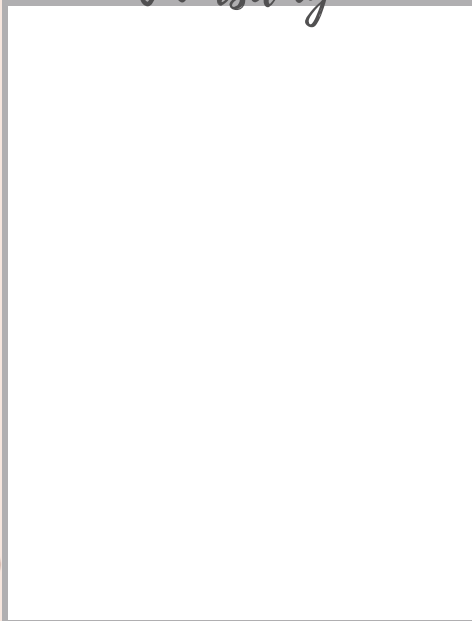
Tuesday

A large, empty rectangular box with a thin grey border, intended for planning the day of Tuesday.

Wednesday

A large, empty rectangular box with a thin grey border, intended for planning the day of Wednesday.

Thursday

A large, empty rectangular box with a thin grey border, intended for planning the day of Thursday.

Friday

A large, empty rectangular box with a thin grey border, intended for planning the day of Friday.

Sat/Sun

A large, empty rectangular box with a thin grey border, intended for planning the weekend days of Saturday and Sunday.

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