



Pacific Coast weddings

the go-to guide
for
northwest brides

WORKBOOK

checklists • worksheets • questions • timelines

A SPECIAL PUBLICATION OF THE NORTHERN LIGHT

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THE CHECKLISTS

Planning your big day will seem a bit daunting at first, but we are here to help simplify it. With so many details to take care of, it's normal to worry that you'll forget something. With our detailed and scheduled checklist, you can cross that concern off your list. From questions to ask your caterer, to the time you should book that spa treatment, we will be with you all the way to the aisle. At that point, you're on your own!

In this section, you'll find checklists, worksheets, to-dos and suggested questions to ask prospective wedding vendors to stay organized from start to finish throughout the planning process.

This is your copy of *Pacific Coast Weddings*, so mark it up, take notes and add items as needed. All of these worksheets are available to download at pacificcoastweddings.us.

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Nicole Sandoval Postma Photography

What to do AND WHEN

12-6 months

- ☐ Announce your engagement
- ☐ Pick the date
- ☐ Start working on your guest list
- ☐ Decide on and invite your wedding party
- ☐ Develop a budget, taking into consideration family contributions
- ☐ Plan on attending local wedding shows
- ☐ Research and visit wedding and reception venues (p. 26)
- ☐ Create a wedding notebook to keep yourself organized
- ☐ Create a wedding website (p. 24)
- ☐ Select your wedding party
- ☐ Book blocks of hotel rooms in varying price ranges for out-of-town guests
- ☐ Hire a wedding planner
- ☐ Order your dress and veil
- ☐ Book an officiant
- ☐ Hire your photographer and videographer
- ☐ Pick out your DJ or band
- ☐ Research and book caterers and florists
- ☐ Start shopping for a dress

6-4 months

- ☐ Send save-the-date cards
- ☐ Register for gifts
- ☐ Select an invitation style and determine the proper wording (see page 21 for tips)
- ☐ Shop for your bridesmaids' dresses
- ☐ Determine what the groom and groomsmen will wear
- ☐ Discuss ceremony ideas and wording with your officiant
- ☐ Set up premarital counseling (some officiants require this)
- ☐ Book honeymoon and make travel arrangements
- ☐ Purchase your wedding rings
- ☐ Select a baker and confirm wedding cake and decorations
- ☐ Reserve rental equipment (tent, chairs, tables, etc.)
- ☐ Schedule tastings with your selected caterer
- ☐ Finalize floral arrangements
- ☐ Create or select a playlist with your band or DJ
- ☐ Arrange transportation to and from your wedding
- ☐ Order personalized wedding favors

4–2 months

- ☐ Finalize guest list
- ☐ Invite friends and family to give toasts
- ☐ Select a hair stylist and makeup artist
- ☐ Consider teeth whitening
- ☐ Sign up for dance classes
- ☐ Finalize menu
- ☐ Arrange rehearsal dinner
- ☐ Mail invitations four to six weeks prior to the big day
- ☐ Update your wedding website
- ☐ Take engagement photos

One month

- ☐ Organize RSVPs and contact guests who haven't responded
- ☐ Get marriage license
- ☐ Try on wedding dress with shoes for final fitting
- ☐ Assign seating for reception
- ☐ Finalize your playlist
- ☐ Check bridal party attire
- ☐ Practice your first dance
- ☐ Find someone to watch your home or feed pets during honeymoon
- ☐ Review "must have" shots with photographer and videographer
- ☐ Meet with hair stylist and makeup artist for a test run
- ☐ Begin writing thank you notes for early wedding gifts
- ☐ Write vows and toasts
- ☐ Update your registry

2–1 weeks

- ☐ Confirm final guest count and wedding day schedule with all vendors
- ☐ Confirm all transportation arrangements
- ☐ Confirm times and locations for photo sessions
- ☐ Share wedding day schedule with wedding party and family members
- ☐ Book a spa treatment
- ☐ Organize wedding dress, shoes and all



accessories, including jewelry and bridal emergency kit

- ☐ Pack for wedding night and honeymoon
- ☐ Decide who will take home your reception gifts
- ☐ Assign people to do reception site cleanup

The day before

- ☐ Prepare payment envelopes for vendors and determine how they will be delivered
- ☐ Rehearse ceremony with officiant and wedding party

On your wedding day

- ☐ Give yourself plenty of time to get ready
- ☐ Take a quiet moment to yourself
- ☐ Eat a nutritious breakfast and drink plenty of fluids
- ☐ Exchange gifts with your betrothed
- ☐ Have fun and enjoy the biggest celebration of your life!

Budget CHECKLIST

Wedding Attire

	Budget	Actual
Bridal Gown	\$ _____	\$ _____
Headpiece, Veil	\$ _____	\$ _____
Undergarments	\$ _____	\$ _____
Accessories	\$ _____	\$ _____
Shoes	\$ _____	\$ _____
Groom's Apparel	\$ _____	\$ _____
Attendants' Outfits	\$ _____	\$ _____
Wedding Rings	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____

Stationery

	Budget	Actual
Save the Dates	\$ _____	\$ _____
Invitations	\$ _____	\$ _____
Announcements	\$ _____	\$ _____
Reply Cards	\$ _____	\$ _____
Wedding Programs	\$ _____	\$ _____
Thank You Notes	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____

Rehearsal Dinner

	Budget	Actual
	\$ _____	\$ _____
Reception		
	Budget	Actual
Hall/Site Rental	\$ _____	\$ _____
Food	\$ _____	\$ _____
Beverages	\$ _____	\$ _____
Wedding Cake	\$ _____	\$ _____
Rentals	\$ _____	\$ _____
Decorations	\$ _____	\$ _____
Gratuities	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____

Attendants' Gifts

	Budget	Actual
	\$ _____	\$ _____

Transportation

	Budget	Actual
	\$ _____	\$ _____

Flowers

	Budget	Actual
At Ceremony	\$ _____	\$ _____
Bridal Bouquet	\$ _____	\$ _____
Groom's Boutonnière	\$ _____	\$ _____
Attendants	\$ _____	\$ _____
Parents	\$ _____	\$ _____
At Reception	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____

Music/Entertainment

	Budget	Actual
Ceremony	\$ _____	\$ _____
Reception	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____

Photography

	Budget	Actual
Wedding	\$ _____	\$ _____
Wedding Album	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____

Videography

Budget	Actual
\$ _____	\$ _____

Hotel Accommodations

Budget	Actual
\$ _____	\$ _____

Ceremony Site

	Budget	Actual
Officiant Fee	\$ _____	\$ _____
Rental Fee	\$ _____	\$ _____

Marriage License

Budget	Actual
\$ _____	\$ _____

Miscellaneous

Budget	Actual
\$ _____	\$ _____
\$ _____	\$ _____

Total	\$ _____	\$ _____
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Ask YOUR VENDORS

Matt Priestman Photography

Not every wedding vendor will fit into your glass slipper. To choose the wedding vendors who best suit your needs, we have compiled a list of questions to ask each one – from the officiant to the DJ – so you make sure you get the best fit with your personality, goals and budget.



QUESTIONS TO ASK AN

officiant?

- How long have you officiated weddings? Please describe your experience?
- Are you licensed to perform a wedding in the state of Washington?
- Will you travel to our location?
- Is there any reason you wouldn't marry a couple?
- (If religious) Will you perform the ceremony somewhere other than a place of worship?
- Will you allow us to customize the ceremony? Can we write our own vows?
- Do you require any premarital counseling?
- Will you attend the rehearsal dinner, reception or other wedding-related events?
- What is your cancellation/refund policy?
- How much do you charge for your services?



QUESTIONS TO ASK A *venue?*

- How many people can your facility accommodate?
- What packages do you offer?
- Do you have on-site catering? Can we choose to have an offsite caterer?
- Do you have a liquor license?
- Is there a surcharge for bringing in alcohol? Corkage fees?
- Can you provide lighting?
- Do you provide linens, tables, chairs, dinnerware, etc.?
- Is there an extra fee for those items?
- When will we have access to the room to setup? How long will we have it?
- Can we hold our rehearsal dinner here?
- Will any other events be scheduled on the same day as ours?
- What are your policies should we need to cancel?
- For outdoor venues: Is there a plan in the event of inclement weather?
- Who is responsible for acquiring licenses and coordinating any facility rentals?
- Are there any restrictions on entertainment, decorations, dress code or alcohol?

QUESTIONS TO ASK A

wedding planner?

- How long have you been in business?
- Do you have a business license?
- How many meetings do you expect we'll have?
- Will you come with us to meetings with other vendors?
- How many other clients do you expect to have during the month of our wedding?
- What happens if for some reason you become unable to be present at our wedding?
- Do you have a minimum budget that you work with?
- Are there any additional expenses on top of your base fee?
- Do you have experience working with our chosen venue?
- What parts of the planning will we be responsible for?
- Can you provide a list of the services included in your fee?





QUESTIONS TO ASK A

dj/band?

- How many weddings have you worked at?
- Do you take requests from guests?
- Can we see you perform live at any approaching event?
- Will you also emcee the reception?
- How much time will you need to set up?
- Will you bring your own equipment?
- What about backup equipment?
- Do you provide a microphone for toasts?
- What is your cancellation/refund policy?

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QUESTIONS TO ASK A *photographer* *videographer*

- How many weddings have you shot to date? Independently?
- Do you have a business license?
- How would you describe your style? Traditional, photojournalistic, portraiture?
- How independent or collaborative are you with couples?
- What does a package include? Will we receive prints, digital copies or an album?
- How long will it take us to get photos after the wedding?
- What rights do you retain to photos or videos from our wedding?
- How comfortable are you shooting in differently lighted areas?
- How many hours will you be onsite for the wedding day?
- Will you attend any other wedding-related events?
- Does your package include engagement photos?
- Do you have an assistant or second photographer?
- Do you carry backup equipment?
- What is your cancellation/refund policy?



QUESTIONS TO ASK A

caterer?

- Do you have a business license?
- Is there anything you specialize in? What are your favorite menu items?
- What was your favorite meal to cater? Why?
- Do you provide samples/tasting?
- Can you provide references?
- Who will be setting up and serving the food? What about clean up?
- Are extra charges or deposits required for cake stands or serving dishes?
- When is the final head count due?
- Is your quote inclusive or are there any additional charges (i.e. travel, service, etc.)?
- Are you insured?
- What is your cancellation/refund policy?
- Do you bake wedding cakes? Do you have recommendations for a baker?



QUESTIONS TO ASK A

florist?

- Can I see examples of your past work?
- Can you help me determine what flowers would be most suitable for my wedding, and/or in season?
- Will you work in coordination with the style of my wedding?
- Do you rent items such as arches, aisle runners, vases and/or pedestals?
- How much time do you need for setup and take down?
- What is your delivery policy?
- Can floral pieces from the ceremony be reused at the reception?
- What is your cancellation/refund policy?

EMERGENCY KIT



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HEALTH/MEDICAL

- ☐ Antacids
- ☐ Band-Aids
- ☐ Breath mints
- ☐ Eye drops
- ☐ Pain reliever
- ☐ Spare contact lenses
- ☐ Feminine hygiene
- ☐ Tissues
- ☐ Toothbrush, paste and floss
- ☐ Tweezers

BEAUTY

- ☐ Compact mirror
- ☐ Deodorant
- ☐ Eye makeup remover
- ☐ Eyeliner
- ☐ Face powder/blotters
- ☐ Lipstick or gloss
- ☐ Nail file
- ☐ Nail polish and remover pads
- ☐ Perfume
- ☐ Q-tips

HAIR

- ☐ Bobby pins
- ☐ Brush or comb
- ☐ Curling and/or straightening iron
- ☐ Hair spray

NUTRITION

- ☐ Snacks
- ☐ Water

DRESS/CLOTHING

- ☐ Comfortable flats
- ☐ Extra earring backs
- ☐ Extra panty hose
- ☐ Medical tape (for torn seams)
- ☐ Lint roller
- ☐ Small sewing kit with safety pins
- ☐ Spare buttons for your dress
- ☐ Spare cufflinks
- ☐ Stain-remover wipes or stick
- ☐ White chalk (to disguise dress stains)
- ☐ Instructions for tying a bow tie
- ☐ Wooden hanger for dress photos

MISCELLANEOUS

- ☐ Camera
- ☐ Extra batteries
- ☐ Cash
- ☐ Cell phone and charger
- ☐ Drinking straws
(to avoid smudging your lipstick)
- ☐ Notebook and pens
- ☐ Super glue
- ☐ Umbrella (at least one)

WEDDING TIMELINE

GET PAMPERED - 10:30 A.M.

Head to the salon for your hair and makeup appointments

GIRL TIME - 12:30 P.M.

Gather your bridesmaids and start getting ready

GUY TIME - 1 P.M.

Groom and groomsmen get dressed

PHOTO OP - 1:30 P.M.

Take separate bridal party photos

TIME OUT - 2:30 P.M.

Enjoy a last quiet moment as a single woman

GET HITCHED - 3 P.M.

It's time to say, "I do!"

SMILE - 3:30 TO 5 P.M.

Photos of the couple, bridal party and family

PARTY TIME - 5 TO 8 P.M.

Celebrate with friends and family at your reception

- | | |
|-----------|-------------------------|
| 5 p.m. | The couple arrives |
| 5:45 p.m. | Dinner is served |
| 6:15 p.m. | Enjoy the toasts |
| 6:30 p.m. | Cut the cake |
| 7 p.m. | First dance |
| 7:15 p.m. | Party the night away |
| 8:30 p.m. | Toss the garter/bouquet |

SAY GOODNIGHT - 10 P.M.

Head out for your honeymoon

WEDDING REGISTRY

the basics

Starting a life together is going to require a few basics.

That's why registering for the right items is a key part of the wedding planning process. To help you list everything you will need, we've put together a set of basics for your registry. Customize it to meet your own needs!

Kitchen

- ☐ Coffeemaker
- ☐ Crock pot or slow cooker
- ☐ Food processor
- ☐ Cast iron Dutch oven
- ☐ Toaster
- ☐ Blender
- ☐ Teapot
- ☐ Stand mixer
- ☐ Knife set
- ☐ Silverware
- ☐ Place settings (a set of eight is a common suggestion – it might be too many for now, but it won't always be!)
- ☐ Serving dishes
- ☐ Pots and pans (skillet, stockpot, saucepan, multipurpose)
- ☐ Measuring spoons and measuring cups
- ☐ Baking items: Mixing bowl, cupcake tin, baking sheets, whisk, cake pan, pie pan
- ☐ Oven mitts
- ☐ Cutting board
- ☐ Table decorations, such as candlesticks, table runners, linen napkins and place mats
- ☐ Various types of glasses (wine, water, cocktail)
- ☐ Mugs

Living Room

- ☐ Art
- ☐ Curtains
- ☐ Decorative pillows and throws

Living Room continued

- ☐ Picture frames
- ☐ Rugs
- ☐ Vases, bowls and other decorative pieces (these are great as less expensive registry items)

Bedroom

- ☐ Comforter/duvet
- ☐ Humidifier/dehumidifier
- ☐ Quality pillows
- ☐ Blankets
- ☐ Pillowcases
- ☐ Bed skirt
- ☐ Sheet sets (specify bed size)

Bathroom

- ☐ Bathroom set (toothbrush holder, soap holder, etc.)
- ☐ Full-length mirror
- ☐ Shower curtain
- ☐ Hand towels, bath towels, washcloths
- ☐ Waste basket

For Cleaning

- ☐ Waste baskets, hampers
- ☐ Ironing board and iron
- ☐ Vacuum

Outdoors

- ☐ Grill/Barbeque, tools
- ☐ Patio furniture
- ☐ Welcome mat

Miscellaneous

- **Totes and other organizational supplies.** Especially if you have a small home, you're going to need some help making good use of your space and organizing all of your gifts.
- **Supplies for your hobbies.** Do you love camping? Include a tent or a camp stove. Are the two of you both music dorks? Register for great vinyl or a set of quality speakers. This is your registry after all, and it's there to set you up for your life together.
- **Gift cards option.** These are great contingency gifts. You'll realize you forgot to register for something you need, or something will come up, and you'll be prepared. This is even more crucial if you're getting married far from your home, either at a destination wedding or close to your families; you won't want to cart a bunch of gifts home on the plane.
- **Donations.** If you've already got most of what you need, asking for donations to your favorite charity is a generous way of spreading the joy.

