

FROM THE EDITORS OF RHODE ISLAND MONTHLY

# BRIDE

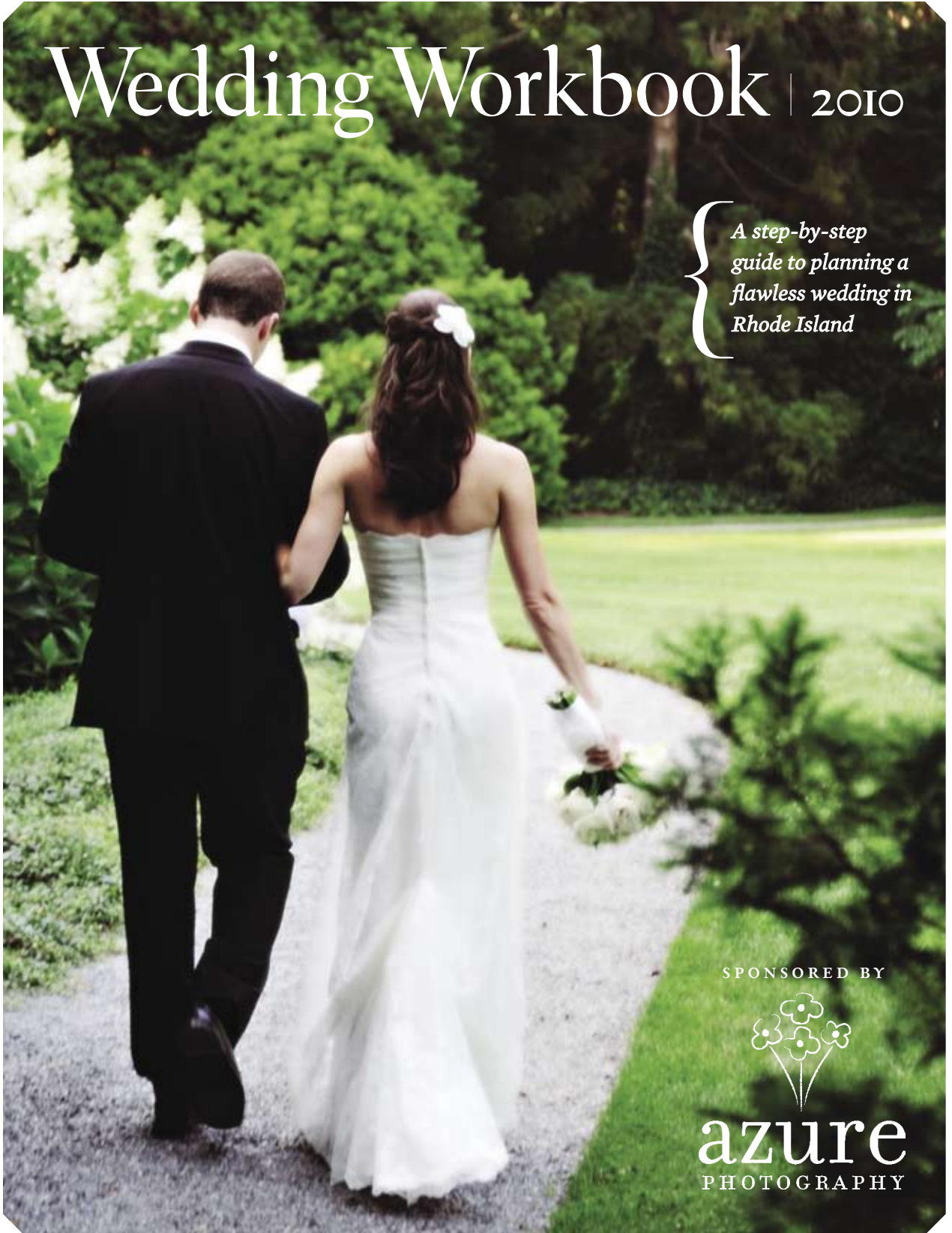
## Wedding Workbook | 2010

*A step-by-step  
guide to planning a  
flawless wedding in  
Rhode Island*

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# Wedding Workbook

Planning a wedding is a joyous, yet enormous, task. We've *streamlined the details*, created a useful *timeline checklist*, helpful *worksheets* and *lots of hints* that will save you time, money and a ton of phone calls.

## 9 TO 12 MONTHS BEFORE WEDDING

○ **Set the date.**

It's a good idea to have a few backup dates in mind, especially if you are choosing more popular wedding sites such as local country clubs, which tend to book early. Also, keep out-of-town guests in mind when choosing a date. Memorial Day weekend may sound perfect to you, but airline reservations will be hard to come by and may prove expensive.

○ **Have engagement photo taken and run engagement announcement.**

○ **Set a budget and discuss how wedding planning costs and responsibilities will be shared.**



○ **Interview potential wedding planners.**

○ **Select and reserve florist.**

○ **Select and reserve photographer and videographer.**

○ **Select and reserve ceremony and reception sites including rental equipment.**

You'll have some juggling to do here – what if the reception site is available on the day you want, but the officiant and photographer aren't? Just keep in mind that you shouldn't put a deposit on anything until you've confirmed the dates with all of your vendors.

○ **Book officiant.**

Call your local church or synagogue, or, for a justice of the peace, call your local city hall.

○ **Select and reserve caterer.**

There's nothing wrong with a chicken dinner, but don't be afraid to choose something more unusual, ethnic or a Rhode Island clambake by the shore!

○ **Select and reserve music, whether a DJ or band, for ceremony and reception.**

○ **Begin looking for your dress and accessories.**

Try on a wide selection of dress styles. You may be surprised to find out what flatters you!

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- **Choose attendants.**  
See “Attendants” section, page 6, for a description of what attendants do and how to choose them.

#### 6 TO 9 MONTHS BEFORE WEDDING

- **Begin compiling guest list.**
- **Purchase dress and schedule fittings.**
- **Select and order wedding cake.**  
If you’re having an outdoor summer wedding, whipped cream or butter-cream frosting is not the best choice – it’ll slide right off the cake!
- **Plan and book honeymoon, and begin getting travel vaccinations if necessary.**
- **Send out save-the-date cards.**

#### 4 TO 6 MONTHS BEFORE WEDDING

- **Register for gifts.**  
Refer to *Rhode Island Monthly Bride*, page 142 and page 148, for ideas and shops.
- **Purchase wedding rings.**
- **Purchase or reserve groom’s attire.**

- **Purchase accessories: veil, shoes, lingerie, stockings, gloves, going-away outfit.**
- **Order invitations, announcements, thank-you notes and choose favors.**
- **Help mothers select dresses.**
- **Choose attendants’ attire.**
- **Schedule vacation time from work.**
- **Arrange transportation for the wedding day.**
- **Reserve accommodations for out-of-town guests. Inquire about group rates.**
- **Book a room for the wedding night.**

#### 2 TO 4 MONTHS BEFORE WEDDING

- **Mail invitations.**  
In Rhode Island, local mail is often delivered overnight. For out-of-town guests, it’s best to mail invitations about six weeks before the wedding.
- **Select and purchase gifts for the wedding party.**
- **Discuss details of menu with caterer.**
- **Schedule rehearsal time and rehearsal dinner.**  
Reserve a day-after-wedding brunch location or plan an after-wedding party for friends, visiting guests and family.
- **Revise legal documents: leases, wills, insurance policies.**
- **Check on passports if traveling abroad on your honeymoon.**
- **Discuss service with officiant and choose readings for ceremony.**
- **Write your wedding vows, if you choose.**
- **Schedule hair and makeup appointments early for the wedding day.**  
Discuss various options with your hair stylist. You may want to test different looks before you decide what fits your style. Bring a photo of your wedding dress and head piece with you to show your stylist.
- **Mail engagement announcements.**

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## 1 TO 2 MONTHS BEFORE WEDDING

- **If you are going to change your name, complete the documents for doing so.**  
At places such as the DMV, you'll have to show a copy of your marriage license in order to change your name. Don't forget to call your credit and charge card companies and the bank.
- **Have programs, menu and place cards printed.**  
Keep in mind the style of your wedding invitations. All of the printed pieces should have the same look.
- **Buy a guest book.**
- **Sign up for dance lessons.**  
Most social dance classes run for at least a month. Always arrive five minutes early. Beginners should always start with the first class in a series. Look for beginner workshops and be prepared to put in some time and effort.
- **Confirm all rental reservation details.**
- **Obtain marriage license.**  
In Rhode Island, you have to go to the city hall in the town in which the bride lives, with I.D., usually your birth certificate and a valid driver's license.



## TWO WEEKS BEFORE WEDDING

- **Confirm honeymoon plans.**  
Leave all arrangement information with a close friend or relative.
- **Begin seating plan and write place cards.**
- **Meet with your disc jockey if you decide to supply him or her with a music CD of that special hard-to-find song or songs that you request they play and to go over other entertainment details.**  
You may want to burn a CD of your favorite songs to play at the ceremony or reception and later give to your guests as a fun wedding favor.
- **Meet with your photographer to finalize your list of suggested portraits and photographs you wish to be taken on your wedding day.**  
Assign a family member to help the photographer identify guests from this list the day of your wedding.
- **Break in wedding shoes and have final dress fitting with shoes, veil and lingerie. Determine if you will need help getting dressed on your wedding day.**
- **Notify caterer of final guest count and confirm all details.**
- **Write toasts for rehearsal dinner and wedding reception.**

## THE WEEK BEFORE

- **Finalize seating plan.**
- **Pack for the honeymoon. Arrange for someone to bring your luggage to you.**
- **Create baskets for the men's and ladies' rooms at the reception site.**  
Include bandages, safety pins, mints, hairspray, tampons, tissues, aspirin, antacid, hand sanitizing wipes and static spray. You may want to include a stuffed animal, toy or coloring books to keep young guests entertained.
- **Create welcome baskets for guests' rooms.**  
For guests new to the area, include a city or town map, a tourism guide, a list of restaurants and activities, and a bottle of wine from a local vineyard. Have a friend or family member drop the baskets off at the inn or hotel a day before the wedding, along with the two toiletries baskets for the wedding day.

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- **Pick up dress or have it delivered.**
- **Make a list of all the things you'll need to take with you to the wedding site.**  
Include the obvious, such as the rings and your attire. You may want to bring cosmetics, safety pins, mints, a brush, a steamer, hair products, bottled water, tissues, aspirin and extra hosiery.
- **Best man should confirm final fittings of groom's and ushers' tuxedos and schedule returns.**
- **Confirm transportation arrangements for the ceremony and reception.**
- **If you do not have a wedding planner, assign specific responsibilities to members of your family or wedding party.**  
Create a chart that lists all vendors, contact information, times they are arriving or working, and fees owed to inform those who are helping you on your wedding day. Prepare envelopes for all payments and tips.

#### THE DAY BEFORE

- **Attend the rehearsal and dinner.**  
Give gifts to the wedding party. Remember not to celebrate too late into the evening. You'll want to get a good night's sleep!

- **Treat yourself (and your fiancé) by visiting your favorite spa for a relaxing massage, facial, manicure and pedicure.**

#### YOUR WEDDING DAY

- **Eat a substantial breakfast, no matter what.**  
You'll be too excited to eat at the reception, and you'll need the energy for all of the day's activities.
- **See your hair stylist and makeup artist early. Give yourself about three hours to get ready.**
- **Make sure the best man and maid-of-honor sign the wedding certificate.**

#### AFTER YOUR WEDDING

- **Purchase any items on your registry that were not purchased as gifts but that you still desire. Exchange any repeat items if necessary.**  
Many retail stores will keep your registry online for a certain amount of time after the wedding day in case anyone still chooses to purchase a gift.
- **Write and mail thank you notes for gifts received.**
- **Complete all business, banking and address changes, if you have not already done so.**

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**ATTENDANTS**

**Maid of Honor**

Traditionally, the maid of honor has served as a legal witness to the wedding. She was most often the bride's best friend, not her sister, because as a witness, the maid of honor was there to swear that the bride was there of her own free will and not being married off by a heartless father. These days, of course, that's no longer necessary, and choosing a sister to stand up for you is as acceptable as choosing a friend.

*Generally, these are the maid of honor's duties:*

- ◆ Organizing bridesmaids
- ◆ Helping the bride dress for the ceremony
- ◆ Holding the groom's ring and bride's bouquet
- ◆ Recording wedding gifts received
- ◆ Serving as legal witness
- ◆ Helping in the wedding planning
- ◆ Hosting a bridal shower and bachelorette activity

\_\_\_\_\_  
MAID OF HONOR

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE/E-MAIL

**Best Man**

Long ago, the best man helped his friend, the groom, sneak into a home, scoop up a young maiden and make her his wife. Ah, modern times! Nowadays the perfect best man acts much as a maid of honor, providing emotional support to the happy couple.

*More official duties include:*

- ◆ Organizing groomsmen
- ◆ Helping the groom dress for the wedding and returning rental attire after the wedding day
- ◆ Holding the bride's ring
- ◆ Serving as legal witness
- ◆ Throwing a bachelor party
- ◆ Making first toast to couple

\_\_\_\_\_  
BEST MAN

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE/E-MAIL

**Bridesmaids and Groomsmen**

These days, especially if the couple is a bit older when they are to be married, bridesmaids and groomsmen are not necessarily included in a wedding. It is a wonderful tradition, though, and a great way to include in the festivities friends and family members. Generally, bridesmaids and groomsmen make themselves available to iron out any last-minute details, and the groomsmen usher guests to their seats at the ceremony.

\_\_\_\_\_  
BRIDESMAID

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE/E-MAIL

\_\_\_\_\_  
BRIDESMAID

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE/E-MAIL

\_\_\_\_\_  
BRIDESMAID

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE/E-MAIL

\_\_\_\_\_  
BRIDESMAID

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE/E-MAIL



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BRIDESMAID

ADDRESS

PHONE/E-MAIL

BRIDESMAID

ADDRESS

PHONE/E-MAIL

BRIDESMAID

ADDRESS

PHONE/E-MAIL

GROOMSMAN

ADDRESS

PHONE/E-MAIL

GROOMSMAN

ADDRESS

PHONE/E-MAIL

GROOMSMAN

ADDRESS

PHONE/E-MAIL

GROOMSMAN

ADDRESS

PHONE/E-MAIL

GROOMSMAN

ADDRESS

PHONE/E-MAIL

GROOMSMAN

ADDRESS

PHONE/E-MAIL

GROOMSMAN

ADDRESS

PHONE/E-MAIL



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### Other Attendants

For a larger wedding, you may want to include junior bridesmaids, flower girls, page boys or ring bearers in your ceremony. Flower girls and ring bearers, usually between the ages of four and seven, add adorable charm and humor to a ceremony while performing a duty: strewing the carpet with flower petals or carrying the rings to the altar. Page boys, usually seven- to ten-year-olds, help carry a bride's train, while junior bridesmaids, often twelve to sixteen years old, have no official duties.

\_\_\_\_\_

DUTY

\_\_\_\_\_

NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

PHONE/E-MAIL

\_\_\_\_\_

DUTY

\_\_\_\_\_

NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

PHONE/E-MAIL



\_\_\_\_\_

DUTY

\_\_\_\_\_

NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

PHONE/E-MAIL

### THE BUDGET

When it comes to the issue of money, think of your wedding in two parts: the reception, which basically involves expenses related to anything you or your guests can eat and the location at which you all will do so; and everything else — the gown, tux rentals, music, photography, flowers, invitations, transportation, favors and other miscellaneous things. Figure on writing off about half of your budget to the reception and divvy up the other half for all the rest.

#### Traditional Division of Costs

Gone are the days when the bride's family automatically picked up the tab for the wedding. Consider yourself very lucky if they help at all; nationwide, a third of all couples pay for their weddings entirely out of their own pockets.

Traditionally, wedding costs have been divided up as follows:

#### The Bride's Family

- ◆ The bride's wedding attire
- ◆ Invitations and announcements
- ◆ The wedding (flowers, music, photography, transportation)
- ◆ Reception

#### The Bride

- ◆ Gifts for attendants
- ◆ The groom's ring and gift

#### The Groom's Family

- ◆ The groom's wedding attire
- ◆ Rehearsal dinner
- ◆ Honeymoon

#### The Groom

- ◆ Marriage license
- ◆ Officiant's fee
- ◆ Gifts for attendants
- ◆ The bride's engagement and wedding rings

For more on the wedding budget, see page 34 in the 2010 issue of *Rhode Island Monthly's Bride*.

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**EXPENSES**

**Bride's Attire**

\_\_\_\_\_  
STORE

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
LOCATION

\_\_\_\_\_  
PHONE/E-MAIL

\_\_\_\_\_  
WEBSITE

\_\_\_\_\_  
DEPOSIT DUE

\_\_\_\_\_  
BALANCE DUE

\_\_\_\_\_  
STORE

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
LOCATION

\_\_\_\_\_  
PHONE/E-MAIL

\_\_\_\_\_  
WEBSITE

\_\_\_\_\_  
DEPOSIT DUE

\_\_\_\_\_  
BALANCE DUE

\_\_\_\_\_  
STORE

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
LOCATION

\_\_\_\_\_  
PHONE/E-MAIL

\_\_\_\_\_  
WEBSITE

\_\_\_\_\_  
DEPOSIT DUE

\_\_\_\_\_  
BALANCE DUE

\_\_\_\_\_  
STORE

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
LOCATION

\_\_\_\_\_  
PHONE/E-MAIL

\_\_\_\_\_  
WEBSITE

\_\_\_\_\_  
DEPOSIT DUE

\_\_\_\_\_  
BALANCE DUE

\_\_\_\_\_  
STORE

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
LOCATION

\_\_\_\_\_  
PHONE/E-MAIL

\_\_\_\_\_  
WEBSITE

\_\_\_\_\_  
DEPOSIT DUE

\_\_\_\_\_  
BALANCE DUE

	<b>BUDGET</b>	<b>ACTUAL</b>
--	---------------	---------------

Dress	\$	\$
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Headpiece or veil

Shoes

Lingerie

Accessories

Other

**TOTAL**



**Groom's Attire**

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	<b>BUDGET</b>	<b>ACTUAL</b>
--	---------------	---------------

Tuxedo/Suit (rental/purchase)	\$	\$
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Shirt & tie \_\_\_\_\_

Shoes & socks \_\_\_\_\_

Cummerbund & suspenders \_\_\_\_\_

Cufflinks \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**Beauty**

SALON \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	<b>BUDGET</b>	<b>ACTUAL</b>
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Hair stylist	\$	\$
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Makeup \_\_\_\_\_

Manicure & pedicure \_\_\_\_\_

Facial & massage \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_





**Jewelry**

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

STORE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	<b>BUDGET</b>	<b>ACTUAL</b>
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Wedding rings	\$	\$
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Earrings \_\_\_\_\_

Necklace \_\_\_\_\_

Bracelet \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**Ceremony**

LOCATION \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

OFFICIANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

REHEARSAL DINNER LOCATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	<b>BUDGET</b>	<b>ACTUAL</b>
--	---------------	---------------

Location fee	\$	\$
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Officiant's fee \_\_\_\_\_

Transportation \_\_\_\_\_

Rehearsal dinner \_\_\_\_\_

**TOTAL** \_\_\_\_\_

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## Reception

SITE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

CATERER \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

BAKER (CAKE & DESSERTS) \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

OTHER (EX: CANDY BAR, GELATO STATION) \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

RENTAL COMPANY \_\_\_\_\_

ITEMS RENTED \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

INSURANCE (OUTDOOR RECEPTION ONLY) \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	<b>BUDGET</b>	<b>ACTUAL</b>
Food	\$ _____	\$ _____
Bar	_____	_____
Cake & desserts	_____	_____
Service/parking/tips	_____	_____
Tent rental	_____	_____
Other rentals	_____	_____
Insurance	_____	_____
<b>TOTAL</b>	_____	_____

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**Music**

BAND/DJ COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

MUSICIAN(S) \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

**Music for the ceremony and reception:**

PROCESSIONAL \_\_\_\_\_

RECESSIONAL \_\_\_\_\_

FIRST DANCE \_\_\_\_\_

PARENT/CHILD DANCE \_\_\_\_\_

LAST DANCE \_\_\_\_\_

OTHER \_\_\_\_\_

	<b>BUDGET</b>	<b>ACTUAL</b>
--	---------------	---------------

Ceremony	\$	\$
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Reception		
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**TOTAL** \_\_\_\_\_



**Flowers**

FLOWER SHOP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	<b>BUDGET</b>	<b>ACTUAL</b>
--	---------------	---------------

Ceremony	\$	\$
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Bride's bouquet \_\_\_\_\_

Maid of Honor's bouquet \_\_\_\_\_

Bridesmaids/flower girls' bouquets \_\_\_\_\_

Mothers' corsages \_\_\_\_\_

Boutonnieres \_\_\_\_\_

Reception centerpieces \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_

## Photography

PHOTOGRAPHY STUDIO

CONTACT NAME

LOCATION

PHONE/E-MAIL

WEBSITE

DEPOSIT DUE

BALANCE DUE

	BUDGET	ACTUAL
Photography package	\$	\$

Albums

Engagement session

Photobooth

**TOTAL**

**Compose a photography wish list!** Bring this list with you at the final meeting with your photographer before the wedding day. Include any must-have shots of friends and relatives. (You may want to assign a close friend or relative the task of pointing out guests, like your great-grandmother or your friends from college, that you *must* get a photograph of. This way, you won't be disappointed when you view your wedding album.)

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### Videography

STUDIO NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	<b>BUDGET</b>	<b>ACTUAL</b>
--	---------------	---------------

Video package	\$	\$
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Extras (ex: special effects) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

### Stationery

STORE/DESIGN COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE/E-MAIL \_\_\_\_\_

WEBSITE \_\_\_\_\_

DEPOSIT DUE \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

	<b>BUDGET</b>	<b>ACTUAL</b>
--	---------------	---------------

Invitations	\$	\$
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Envelope seals \_\_\_\_\_

Calligraphy \_\_\_\_\_

Announcements \_\_\_\_\_

Response cards \_\_\_\_\_

Save-the-date cards \_\_\_\_\_

Programs \_\_\_\_\_

Menu cards \_\_\_\_\_

Place cards \_\_\_\_\_

Table numbers \_\_\_\_\_

Thank you notes \_\_\_\_\_

Personalized stationery \_\_\_\_\_

Favors \_\_\_\_\_

Postage stamps \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_

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