

FREE WEDDING PLANNER · PRINTABLE EDITION

Complete Wedding Planner

One clear planning system for dates, current actions, budget snapshots, guest decisions, vendors, contracts, timelines, seating, notes, and the final handoff.

PLAN · RECORD · REVIEW · HAND OFF

DESIGNED FOR A HYBRID PLANNING SYSTEM

Keep changing information in one digital master. Print only the pages that help you think, review, meet, annotate, and hand information off clearly.

PRINTABLE WEDDING PLANNER · 20 PAGES

Build One Planner, Not Five Competing Systems

A complete planner works when every section has one job. Use this file as a planning reference and decision system, while specialized trackers remain the master record for changing data.

ONE MASTER RECORD

Choose where live information is authoritative: your spreadsheet, app, or another digital system.

PRINT SELECTIVELY

Use paper for meetings, handwritten thinking, annotated copies, visual reference, and final-week handoffs.

UPDATE WITH INTENT

Replace outdated summaries instead of maintaining two competing versions of the same information.

OUR PLANNING SYSTEM RULE

THE MASTER SYSTEM WE WILL KEEP CURRENT

Wedding Planning Overview

Record only the facts that shape the rest of the planner. Update this page when the wedding date, location, scale, or planning ownership changes.

COUPLE NAMES

WEDDING DATE

CITY / REGION

ESTIMATED GUEST COUNT

PLANNING STAGE

MASTER DIGITAL FILE / SYSTEM

THREE PLANNING PRIORITIES

#	Priority	How We Will Protect It
01		
02		
03		

Key Dates & Planning Milestones

Keep dates here when they affect multiple decisions or would create a problem if missed. The detailed task sequence belongs in the checklist.

Date / Milestone	Date	Notes / Dependency
Wedding date		
Venue access		
Invitation send		
RSVP deadline		
Final guest count		
Final payments		
Final fitting		
Final walkthrough		
Rehearsal		
Vendor confirmations		
Marriage license window		
Other milestone		

Monthly Planning Calendar

Use this page for appointments, meetings, payment dates, fittings, tastings, and other date-specific commitments. Duplicate or reprint it for any month you need.

MONTH / YEAR

FOCUS THIS MONTH

MON	TUE	WED	THU	FRI	SAT	SUN

Current Planning Checklist

Keep only current actions here. The complete wedding checklist may live in a dedicated tool; this page should show what needs attention now.

Task	Deadline	Owner	Priority	Status	Done
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Budget Summary

Use this as a review snapshot, not as a second accounting system. Update it before major decisions or meetings and keep the detailed financial master digital.

WORKING SPENDING CEILING

CONTINGENCY / RESERVE

CURRENT COMMITTED TOTAL

PAID TO DATE

Category	Allocated	Committed	Paid	Remaining
Venue / site				
Catering / bar				
Photo / video				
Music / entertainment				
Florals / decor				
Attire / beauty				
Rentals / production				
Stationery				
Planner / coordinator				
Transportation				
Cake / desserts				
Other				

Guest Planning Snapshot

Keep the live guest and RSVP database in one master system. Use this page for planning conversations, milestones, and the current guest-count picture.

INVITED

YES

NO

AWAITING RSVP

Household / Group	Guest / Note	RSVP	Plus-One	Meal / Dietary	Priority

Vendor Overview

Use this page to see who is still being researched, who is booked, and what needs a follow-up. Detailed vendor management can remain in the vendor tracker.

Category	Company	Contact	Status	Next Action	Done
Venue					☐
Planner / coordinator					☐
Photographer					☐
Videographer					☐
Caterer					☐
Bar					☐
Florist					☐
DJ / band					☐
Rentals					☐
Cake / desserts					☐
Officiant					☐
Beauty					☐
Transportation					☐

Vendor Meeting Notes

Capture working notes here, then transfer confirmed decisions, dates, and commitments back to the appropriate master record.

VENDOR / COMPANY 	DATE / TIME
CONTACT 	CATEGORY

QUESTIONS / NOTES

DECISIONS TO TRANSFER BACK TO THE MASTER SYSTEM

Contract Summary & Key Terms

Keep authoritative signed contracts in secure digital storage. Use this page to surface the terms you need to remember and the couple obligations that could create problems if missed.

Vendor	Signed	Total	Balance	Next Deadline	Key Obligation

CONTRACT ITEMS TO FLAG

- ☐ Payment deadlines
- ☐ Setup / access windows
- ☐ Deliverables
- ☐ Guest-count deadline
- ☐ Cancellation / change terms
- ☐ Overtime terms
- ☐ Insurance / permits
- ☐ Couple-supplied items

Planning & Wedding-Week Timeline

Use this page for major milestones and handoff anchors. A detailed wedding-day timeline may live in a specialized timeline tool.

Date / Time	Milestone / Event	Owner	Depends On	Done
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Seating Planning Overview

Build final seating from confirmed guest data. Use this page for table-level planning and special considerations, not as a replacement for a visual seating chart tool.

Table	Capacity	Households / Guests	Special Notes	Ready
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Decision Log & Open Questions

Use notes as temporary holding space until information becomes a decision. Record the final answer, owner, and who needs to know.

Question / Decision	Final Answer	Owner	Date	Shared
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Use this page for meeting notes, measurements, design direction, or a small curated set of references.
Keep large inspiration archives digital.

DATE _____

Keep this list short enough to scan quickly. Include the people who must be reachable when the couple should not be the only communication hub.

[illegible]

Final-Week Handoff Checklist

Print or share only the current documents people need to execute the wedding. Remove old drafts before the final handoff.

☐ Current wedding-day timeline☐ Vendor contact list☐ Venue access / setup notes☐ Transportation schedule☐ Ceremony order☐ Reception run of show☐ Final guest / meal count☐ Seating chart / table list☐ Payment / gratuity plan☐ Emergency contacts☐ Weather backup plan☐ Items to bring / return

ONE PERSON WITH FINAL REAL-TIME AUTHORITY

WHERE THE DIGITAL MASTER WILL BE ACCESSIBLE

Digital Master vs. Paper Working Copy

Choose one master for changing information. Use paper only where physical access, annotation, or focused review improves the work.

Planning Information	Digital Master	Paper Copy	Rule / Location
Budget & payments			
Guest list & RSVPs			
Vendor status			
Contracts			
Checklist status			
Wedding-day timeline			
Inspiration			
Meeting notes			
Seating			
Final-week packet			

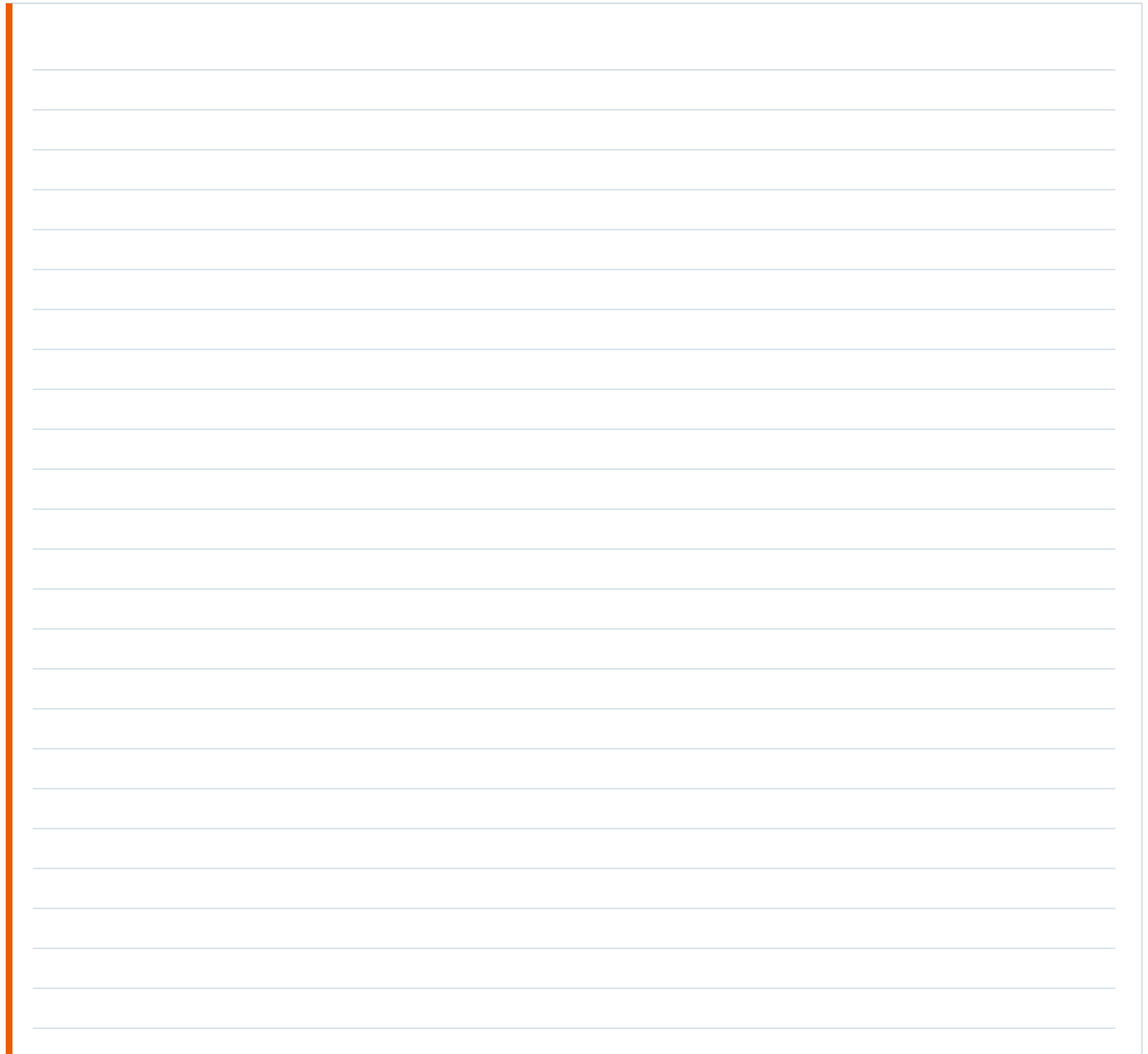
Build the Binder You Will Actually Use

Print selectively. The binder should become lighter and more precise as the wedding approaches, not heavier with every draft ever created.

Section	Print?	What Goes Here	Replace / Review When
Calendar	☐		
Budget summary	☐		
Contracts	☐		
Inspiration	☐		
Guests	☐		
Vendors	☐		
Receipts	☐		
Timeline	☐		
Seating	☐		
Emergency contacts	☐		
Final-week packet	☐		

Planner Notes & Loose Ends

Use this page for anything that still needs a home. Before the wedding week, move every actionable item into the checklist, timeline, vendor record, or final handoff.

A large rectangular area with horizontal ruling lines, intended for handwritten notes. A thick orange vertical line is on the left side.