



Wedding Planning Guide

Compliments of:
Bravo Catering
224 North Higgins
Missoula, MT 59802
(406) 541-4900
www.bravocatering.net



Month-by-month Wedding Planner

6-12 Months

- Choose a date and location.
- Create a wedding notebook to keep organized.
- Set the budget.
- Compile the guest list.
- Send "save the date" cards to guests.
- Reserve ceremony and reception venues.
- Select caterer, band and florist.
- Select a photographer and videographer.
- Select a wedding gown.
- Select wedding party attire.
- Make honeymoon reservations.
- Create wedding registration.

4-5 Months

- Reserve rental equipment.
- Order wedding cake.
- Start working on wedding vows.
- Have groom and groomsmen fitted.
- Purchase wedding rings.
- Order invitations and thank you stationary.
- Check marriage license requirements.
- Finish planning honeymoon.

2-3 Months

- Plan ceremony and rehearsal dinner.

- Address invitations, mail 6-8 weeks prior to wedding.
- Organize details with service providers.
- Make appointments for hair, nails, etc.
- Arrange final fittings for wedding gown.
- Arrange final fittings for bridesmaids.
- Make transportation arrangements.
- Purchase attendant gifts.

1 Month

- Confirm accommodations for out of town guests.
- Give final guest count to Bravo Catering.
- Get marriage license.
- Pick up wedding rings.
- Discuss services with officiant.
- Make seating arrangements and place cards.

1 Week

- Confirm arrangements.
- Pack for the honeymoon.
- Make sure all attendants have properly fitting formalwear.

Wedding Day

- Eat a healthy breakfast.
- Give yourself plenty of time to relax and enjoy.
- Let Bravo Catering handle the rest.



Budget Planner

Pre-Wedding

- Gown
- Veil
- Shoes.....
- Accessories (jewelry, nylons, etc.)
- Invitations.....
- Bridal Stationary and thank-you notes
- Wedding rings
- Bridesmaid gifts.....
- Groomsman gifts.....
- Parent gifts
- Ring bearer and flower girl gifts
- Other.....
- Other.....

Wedding

- Venue rental.....
- Officiant fee.....
- Flowers for ceremony
- Location decorations
- Bridal bouquet
- Bridesmaid bouquets
- Groomsman boutonnieres
- Parent flowers.....
- Musicians
- Seating.....
- Photographer
- Videographer
- Other.....
- Other.....

Reception

- Catering
- Alcohol
- Cake.....
- Flowers for reception
- Band/DJ
- Venue rental.....
- Other.....
- Other.....



Professional Contacts

Wedding Ceremony

Location _____

Contact _____ Phone _____

Address _____

Date & Time _____

Number of Guests _____

Maid of Honors/Bridesmaids _____

Flower Girls _____

Best Man/Groomsmen _____

Ushers _____

Ceremony Officiant _____

Budget _____

Who is assuming the cost? _____

Wedding Reception

Location _____

Contact _____ Phone _____

Address _____

Date & Time _____

Number of Guests _____

Services Provided by Reception Center _____

Caterer _____

Menu _____

Guest Book Attendant _____

Budget _____

Who is assuming the cost? _____

Notes _____

Rehearsal Dinner

Location _____

Contact _____ Phone _____

Address _____

Date & Time _____

Number of Guests _____

Caterer _____

Menu _____

Budget _____

Who is assuming the cost? _____

Caterer

Company _____

Contact _____ Phone _____

Number of Guests _____

Menu _____

Beverages _____

Style of Service (Sit Down, Buffet, etc.) _____

Budget _____

Who is assuming the cost? _____

Wedding Cake

Company _____

Contact _____ Phone _____

Delivery Time _____

Style _____

Budget _____

Who is assuming the cost? _____

Notes _____

Wedding Dress and Veil

Store _____
Contact _____ Phone _____
Dress Style _____
Dress Size _____
Date Ordered _____
Alteration Dates _____
Delivery/Pickup Date & Time _____
Budget _____
Who is assuming the cost? _____

Groom's and Wedding Party Apparel

Store _____
Contact _____ Phone _____
Groom's Style _____
Groomsmen's Style _____
Fitting Date & Time _____
Budget _____
Who is assuming the cost? _____

Store _____
Contact _____ Phone _____
Maid of Honor Style _____
Bridesmaid's Style _____
Flower Girl Style _____
Fitting Date & Time _____
Budget _____
Who is assuming the cost? _____

Notes _____

Florist

Floral Shop _____

Contact _____ Phone _____

Delivery Time _____

Bridal Bouquet & Throw Bouquet Style _____

Bridesmaids Bouquet Style _____

Mother's Corsages _____

Boutonnieres _____

Ceremony Flowers _____

Reception Flowers _____

Flower Preservation _____

Budget _____

Who is assuming the cost? _____

Photographer

Company _____

Contact _____ Phone _____

Package Details _____

Engagement Photo Location _____

Engagement Photo Date & Time _____

Bridal Location _____

Bridal Date & Time _____

Photography Schedule for Wedding Day _____

Budget _____

Who is assuming the cost? _____

Videographer

Company _____

Contact _____ Phone _____

Package Details _____

Bridal Location _____

Bridal Date & Time _____

Videography Schedule for Wedding Day _____

Budget _____

Who is assuming the cost? _____

Invitations

Company _____
Contact _____ Phone _____
Invitation Style _____
Quantity _____
Date of Delivery _____
Date Sent _____
Budget _____
Who is assuming the cost? _____

Music/Entertainment

Musician/DJ - Ceremony _____
Contact _____ Phone _____
Details _____
Musician/DJ - Reception _____
Contact _____ Phone _____
Details _____
Budget _____
Who is assuming the cost? _____

Gift Registry

Store _____
Details _____

Store _____
Details _____

Store _____
Details _____

Honeymoon

Destination _____
Details _____

Budget _____
Who is assuming the cost? _____



Reception Planner

Reception Location _____
 Contact Name _____
 Email _____
 Phone _____
 Address _____

	Need	Availability	Cost
Private Room			
Room Capacity			
Hours Available			
Staff			
Number of Tables			
Head Table			
Linens			
China			
Stemware/Glass			
Stage			
Sound System			
Piano			
Guest Book Table			
Gift Table			
Cake Table			
Catering Service			
Bar/Bartender			
Beverages			
Air Conditioning			
Set-up Time			
Clean-up Charges			
Corkage Fee			
Valet Parking			

Head Count Deadline _____
 Menu Selection Deadline _____
 Deposit Deadline _____
 Final Payment Deadline _____

Notes _____



Photo Checklist

Portraits

- Bride
- Groom
- Bride and groom
- Bride, back of dress
- Groom with best man
- Groom with groomsmen
- Bride with maid of honor
- Bride with bridesmaids
- Ring bearer and flower girl
- Entire wedding party
- Bride with parents
- Groom with parents
- Bride and groom with bride's parents
- Bride and groom with bride's family
- Bride and groom with groom's parents
- Bride and groom with groom's family
- Bride and groom with both sets of parents

Pre-wedding

- Bride getting ready
- Groom getting ready
- Mother of maid of honor helping bride
- Reception site set-up
- Bride leaving for ceremony
- Groom leaving for ceremony

Ceremony

- Wedding program
- Guests arriving
- Ushers escorting guests to seats
- Both sets of parent entering

- Groom walking down the aisle/waiting for bride
- Bridal party at ceremony spot
- Child attendants walking down aisle
- Special guests watching the ceremony
- Wedding kiss
- Bride and groom leading recessional
- Guests throwing birdseed or flower petals
- Signing of wedding certificate
- Bride and groom's hands displaying rings

Reception

- Friends signing the guest book
- Guests at cocktail hour
- Reception site, set up for dinner
- centerpieces
- Place settings
- People giving toasts
- Bride and groom listening to toasts
- Guests at each table
- Bride and groom's first dance
- Bride dancing with her father
- Groom dancing with his mother
- Guests dancing
- Wedding cake
- Bride and groom cutting the cake
- Bride and groom departing
- _____
- _____



Music and Entertainment Planner

Song/Performed By

Ceremony

Prelude _____

Processional _____

Service _____

Processional _____

Postlude _____

Other _____

Other _____

Other _____

Ceremony

Cocktail hour _____

Arrival of newlyweds _____

Couple's first dance _____

Bride and father dance _____

Groom and mother dance _____

Guest's first dance _____

Dinner _____

Cake cutting _____

Tossing the bouquet _____

Throwing the garter _____

Last Dance _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Special instructions or notes _____



Resources

	Phone	Website
Facilities		
Alberton Gorge Ranch	(406) 722-7238	www.montanariverguides.com
Caras Park Pavilion	(406) 543-4238	www.missouladowntown.com/about/caras-park/
Linda Vista Golf Club	(406) 251-3655	
Missoula Art Museum	(406) 728-0447	www.missoulaartmuseum.org
Missoula Children's Theater	(406) 728-7529	www.mctinc.org
Montana Harley Davidson	(406) 721-2154	www.mtharley.com
Northern Rockies Heritage Center	(406) 728-3662	www.nrhc.org
Rattle Snake Inn & Gardens	(406) 721-3133	
Ten Spoon Vineyard	(406) 549-8703	www.tenspoonvineyard.com
Rental		
East Gate Rental	(406) 549-5114	www.eastgaterental.com
Missoula Textiles	(406) 543-5171	www.missoulatextiles.com
Montana Party Time	(406) 542-0701	
Floral		
Bitterroot Flower Shop	(406) 542-0309	www.bitterrootflowershop.com
Blue Willow Farms	(406) 777-2143	
Habitat Floral Studio	(406) 543-0967	www.habitatfloralstudio.com
Photographers		
Crackle Photography	(406) 721-8208	www.cracklephotography.com
Eubank Photography	(406) 223-2661	www.eubankphotography.com
Green Door Photography	(406) 728-2141	www.greendoorphotography.com
Transportation		
Classy Carriages	(406) 246-3335	
Valet Limousine Inc.	(406) 542-5466	
Wedding Cakes		
Bernice's Bakery	(406) 728-1358	www.bernicessbakerymt.com
Black Cat Bake Shop	(406) 542-9043	www.facebook.com/BlackCatBakeShop
Margaret Ambrose	(406) 728-5017	
Tasty Secrets	(406) 273-7723	