QUIKRSVP



AN ALMANAC IN NINE PLATES

The Wedding *Planner*

A year in nine seasons, from the first conversation to the last thank-you note.

_____ & _____

_____

OUR WEDDING DATE

Welcome

This planner follows a wedding year from the first conversation to the last thank-you note. It is arranged in nine seasons, each opening on a botanical plate, so you only ever need to look at the season you are in.

Tick tasks as you finish them and write the date beside them; months from now you will be glad you wrote it down. The pages at the back hold the budget, the guests, the vendors and the day itself. Every line can be filled in on screen or by hand.

The timings assume a wedding of around 150 guests. For 50 guests many deadlines can slide a little later. For 300 or more, or with family flying in, book the large vendors and send the save the dates two or three months earlier than shown.

HOW THE PAGES WORK

☐ **A task, with its note**
The box is a real checkbox on screen; on paper, tick it.

✦ **The gold star**
Marks the tasks that cannot slip: the ones everything else waits for.

done _____ **Write the date you finished.**

STARTING LATE?

If the wedding is less than nine months away, begin with the gold-starred tasks of every season you have already passed, this week, then join the year where you are.

With love, from all of us at QuikRSVP

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Our wedding at a glance

DATE _____

CEREMONY VENUE _____

CEREMONY TIME _____

RECEPTION VENUE _____

RECEPTION TIME _____

GUESTS WE EXPECT _____

TOTAL BUDGET _____

OFFICIANT _____

PLANNER OR COORDINATOR _____

OUR COLORS _____

Key dates

SAVE THE DATES SENT _____

RSVP DEADLINE _____

FINAL FITTING _____

REHEARSAL _____

INVITATIONS POSTED _____

FINAL COUNT DUE _____

MARRIAGE PAPERWORK _____

FINAL PAYMENTS _____

Our people

	NAME	PHONE
Bride's parents		
Groom's parents		
Family contact abroad		
Second contact abroad		
If we cannot be reached		

Our celebrations

Many weddings are more than one day: an engagement, a henna night, a sangeet, a ceremony, a reception, a brunch. One line for each.

EVENT	DATE	VENUE	GUESTS	DRESS CODE	WHO LEADS IT

Traditions and ceremonies

The customs, readings, blessings and rituals you want to keep, the documents they need, and the people who will carry them.



I

PLATE I · OLEA EUROPAEA · OLIVE, IN FRUIT

Twelve months and more

12+ months before

The foundation. Date, budget, guest list and venue decide one another, so work them together rather than one after the other. Everything else waits for these four.

WHAT MATTERS MOST

- Choose the date
- Set the budget
- Book the venue

12+ months before

- [ ] **Choose your wedding date** ✦ done _____
  Shortlist two or three dates. Check holidays and the people you cannot marry without.

- [ ] **Set your total budget** ✦ done _____
  One hard total, agreed with everyone contributing. It is the ceiling for every decision after.

- [ ] **Draft your guest list** ✦ done _____
  Start unfiltered, then tier it. Keep the A-list to about 80–85% of the venue's capacity.

- [ ] **Research and book your venue** ✦ done _____
  Visit at least three. Ask about seated capacity, catering rules, rain backup and what the fee includes.

- [ ] **Decide on a wedding planner or coordinator** done _____
  A full planner for large or destination weddings; a day-of coordinator suits most couples.

- [ ] **Choose your wedding party** done _____
  Ask early, and be honest about the time and cost involved.

- [ ] **Establish your theme and visual direction** done _____
  Twenty or thirty images and a few colors are enough. Share them with every creative vendor.

- [ ] **Research wedding insurance** done _____
  Buy it before you sign the first vendor contract. It is a one-time policy for the event.

NOTES



II

PLATE II · MYRTUS COMMUNIS · MYRTLE, IN BUD

Ten to eleven months

10–11 months before

The vendor season. Photographers, videographers and bands are booked first and sell out first. The dress needs its long lead time from now.

WHAT MATTERS MOST

- **Photographer, videographer, music**
- **Start the dress**
- **Collect contact details**

- [ ] **Book your photographer** ✦ done _____
  Look at full galleries, not highlights. Ask about a second shooter for 100+ guests.

- [ ] **Book your videographer** done _____
  Watch whole films, not trailers. Ask about delivery time and raw footage.

- [ ] **Book your band or DJ** ✦ done _____
  See them perform live if you can. A band needs more stage, power and set-up time.

- [ ] **Book your caterer** done _____
  Compare plated, family-style and buffet. Get allergy, halal and kosher answers, and the supervision level, in writing.

- [ ] **Shop for your wedding dress and attire** ✦ done _____
  Custom gowns need six to nine months with alterations. Start now.

- [ ] **Collect guest phone numbers and addresses** done _____
  One list, not five group chats. Ask one person on each side of the family to fill the gaps.

- [ ] **Set up your wedding website** done _____
  Venue, travel, accommodation, dress code and your RSVP link, all in one place.

- [ ] **Take engagement photos** done _____
  Photos for the save the dates, and a chance to get easy in front of your photographer.

- [ ] **Create your shared planning system** done _____
  One shared folder: contracts, contacts, budget, inspiration, guest list.

NOTES



III

PLATE III · TRITICUM AESTIVUM · WHEAT, IN EAR

Eight to nine months

8–9 months before

Save the dates go out, and the guest list turns into people booking flights. Settle the hotels, the flowers and who will marry you.

WHAT MATTERS MOST

- Save the dates out
- Hotel blocks
- Florist and officiant

8–9 months before

- [ ] **Send the save the dates** ✦ done _____
  Essential for destination and holiday weddings. Include your website address.

- [ ] **Set up your gift registry** done _____
  Guests look for it as soon as the save the date arrives.

- [ ] **Book hotel room blocks** done _____
  Two or three hotels at different prices. Ask about group rates and the release date.

- [ ] **Book your florist** done _____
  Bring your palette and venue photos. Flowers in season cost far less.

- [ ] **Book your officiant** done _____
  Confirm they can marry you there, and ask now what marriage paperwork you need: religious registration can take months.

- [ ] **Help family abroad plan their trip** done _____
  Send the date, the nearest airport and the entry rules for visitors, and offer transfers to the venue.

NOTES



IV

PLATE IV · PUNICA GRANATUM · POMEGRANATE, IN FLOWER

Six to seven months

6–7 months before

The detail phase. The large pieces are in place; now the ceremony, the wedding party and the honeymoon take their form.

WHAT MATTERS MOST

- **Plan the ceremony**
- **Hair, makeup and the wedding party**
- **Honeymoon**

6–7 months before

- [ ] **Plan the ceremony with your officiant** done _____
  Agree the order, the length and the traditions. Ask what documents they need from you.

- [ ] **Start your marriage paperwork** ✦ done _____
  Religious registration or a civil wedding abroad can take months. Gather the documents now.

- [ ] **Book hair and makeup (trial first)** done _____
  Trial first, then book the day, including everyone getting ready with you.

- [ ] **Order bridesmaid dresses and groomsmen attire** done _____
  Allow three to four months for delivery and fittings.

- [ ] **Book your cake baker** done _____
  Check whether your venue or caterer includes the cake before you book separately.

- [ ] **Plan your honeymoon** done _____
  Book flights while prices are kind. Check passports and visas now.

- [ ] **Choose your ceremony readings and music** done _____
  Processional, recessional, readings and who will read them.

- [ ] **Book rental items** done _____
  Tables, chairs, linens, lighting, dance floor, tent. Two itemized quotes.

- [ ] **Start planning the rehearsal dinner** done _____
  Venue, guest list and the feel of the evening.

NOTES



V

PLATE V · JASMINUM SAMBAC · ARABIAN JASMINE

Four to five months

4–5 months before

Invitations are ordered, the rings are chosen and the menu is tasted. Your guests are about to hear from you.

WHAT MATTERS MOST

- **Order the invitations**
- **Rings**
- **Final menu**

4–5 months before

- [ ] **Order or design your wedding invitations** done _____
  Paper needs time to print, proof and post. Digital RSVPs need their questions set.

- [ ] **Buy wedding rings** done _____
  Allow four to six weeks for sizing and engraving.

- [ ] **Cake tasting and final menu** done _____
  Taste, decide together, and lock in the per-head price.

- [ ] **Book the rehearsal dinner venue** done _____
  A private room in a restaurant keeps it simple.

- [ ] **Arrange transportation** done _____
  Cars for the two of you, shuttles for guests between hotel and venue.

- [ ] **Plan your favors and welcome bags** done _____
  A small welcome for guests who traveled: water, something local, the weekend's plan.

- [ ] **Book your day-of stationery** done _____
  Menus, place cards, table numbers and signs that match the invitation.

NOTES



VI

PLATE VI · CITRUS × AURANTIUM · ORANGE BLOSSOM

Two to three months

2–3 months before

The RSVP season. Invitations go out, the deadline is set, and replies begin to arrive. Confirm every vendor in writing.

WHAT MATTERS MOST

- **Invitations out**
- **RSVP deadline set**
- **Every vendor confirmed**

2–3 months before

- [ ] **Send wedding invitations** ✦ done _____
  Six to eight weeks ahead; at least eight for 150+ guests, ten to twelve for guests flying in.

- [ ] **Set your RSVP deadline** ✦ done _____
  Usually three to five weeks before, and always a week or two before your venue needs the final count.

- [ ] **Write your vows (if personal)** done _____
  Two minutes each is plenty. Read them aloud, and keep a printed copy.

- [ ] **Confirm all vendors in writing** done _____
  Date, arrival time, address and a day-of contact. Repeat at four weeks and one week.

- [ ] **Finalize your full day timeline** done _____
  From getting ready to the last dance, with buffers. Share it with every vendor.

- [ ] **Finalize bachelor / bachelorette plans** done _____
  At least two or three weeks before the wedding, never the night before.

- [ ] **Remind guests a week before the RSVP deadline** done _____
  A short, warm note to everyone still silent, while there is time to plan around them.

- [ ] **Start breaking in your wedding shoes** done _____
  Twenty minutes a day on hard floors. You will stand for eight hours or more.

NOTES



VII

PLATE VII · TAGETES ERECTA · MARIGOLD

The final month

1 month before

Everything is decided; now it is confirmed. Final counts, the seating plan, payments in envelopes and words for the toasts.

WHAT MATTERS MOST

- Final counts
- Seating plan
- Payments ready

- [ ] **Apply for your marriage license** done _____
  Check the rules where you marry; in many countries the paperwork starts much earlier.

- [ ] **Final dress fitting and alterations** done _____
  Bring the shoes and underpinnings. Sit, walk and dance in it. Learn the bustle.

- [ ] **Follow up with guests who have not replied** done _____
  One last warm reminder, then five to seven days before you count them as not coming.

- [ ] **Create your seating chart** done _____
  Group guests by how they know each other. Note dietary needs by table.

- [ ] **Send final counts to your caterer** done _____
  Each main course, special meals, children's meals, vendor meals, and every severe allergy by name.

- [ ] **Prepare vendor payments and tips** done _____
  Final balances confirmed, envelopes labelled, one trusted person to hand them out.

- [ ] **Finalize your playlist and do-not-play list** done _____
  First dance, parents' dances, the last song, and what must never play.

- [ ] **Write thank-you speeches and toasts** done _____
  Under three minutes. Practice once or twice.

NOTES



VIII

PLATE VIII · ROSA × DAMASCENA · DAMASK ROSE, IN FULL BLOOM

The week of the wedding

The final seven days

The planning is done. This week is for handing over, resting, and being present for the people you love.

WHAT MATTERS MOST

- Hand everything over
- Rehearse once
- Rest

The final seven days

- [ ] **Confirm arrival times with all vendors** done _____
  Date, time, address, parking and your day-of contact's number.

- [ ] **Attend your rehearsal and rehearsal dinner** done _____
  Walk the ceremony through once, then enjoy the evening.

- [ ] **Pack for your honeymoon** done _____
  Passports, tickets, chargers, medication, and a day bag for the morning after.

- [ ] **Prepare an emergency kit** done _____
  Pins, tape, stain remover, pain relief, mints, a sewing kit. Hand it to the maid of honor.

- [ ] **Delegate day-of tasks** done _____
  Guest book, gifts, cards, payments, deliveries. None of them should be yours.

- [ ] **Rest, hydrate, and enjoy the moment** done _____
  Sleep, eat a real breakfast, drink water all day.

- [ ] **Get married** done _____
  Find each other once an hour, even for ten seconds.

NOTES



IX

PLATE IX · HERBARIUM · THE YEAR, PRESSED

After the wedding

The first two months after

A short season, and a kind one if you keep to it: registration, thank-you notes, photographs and the last practical threads.

WHAT MATTERS MOST

- Registration
- Thank-you notes
- Back up the photographs

The first two months after

- [ ] **Make sure your marriage is registered** done _____
  Confirm the record was filed, and order several certified copies of the certificate.

- [ ] **Send thank-you notes (begin within 2 weeks)** done _____
  All sent within six weeks. Name the gift and say what it means to you.

- [ ] **Initiate name change (if applicable)** done _____
  Start with the national registry, then passport, license, bank and employer.

- [ ] **Follow up on photo and video delivery** done _____
  Back up the gallery in two places the day it arrives.

- [ ] **Write vendor reviews** done _____
  Ten minutes, within two or three weeks, for the people who made the day.

- [ ] **Return any rentals and collect deposits** done _____
  Return on time and check every final payment has cleared.

- [ ] **Update your insurance and beneficiary information** done _____
  Beneficiaries on policies, pensions and accounts.

- [ ] **Preserve your wedding dress (if desired)** done _____
  Within three or four weeks, before invisible stains set.

NOTES

The budget

The shares are a rough guide for about 150 guests; move them to match what matters to you. If your venue charges per guest, keep venue and catering on one line.

CURRENCY _____ SECOND CURRENCY AND RATE _____

CATEGORY	GUIDE	ESTIMATE	DEPOSIT	BALANCE	PAID
Venue and catering	50–60%				
Planner or coordinator	0–10%				
Photography and video	10–12%				
Music and entertainment	6–8%				
Flowers and decor	8–10%				
Attire and beauty	5–8%				
Stationery	1–2%				
Rings	2–3%				
Cake	1%				
Guest transport	1–2%				
Favors and gifts	1–2%				
Officiant and fees	1%				
Other celebrations	—				
Contingency	5%				
Total					



Payment schedule

Deposits and balances in date order, and who is paying each one.

VENDOR	AMOUNT	CURRENCY	DUE	PAID ON	WHO PAYS	HOW



Venue comparison

Three venues side by side. Visit each at the hour of day your wedding will be.

	FIRST	SECOND	THIRD
Venue			
Date available			
Seated capacity			
Price per guest			
What is included			
Catering and kashrut			
Rain plan			
Parking			
Accessibility			
Noise curfew			
Our feeling			

Vendors

	NAME	PHONE	EMAIL
Venue			
Planner / coordinator			
Caterer			
Photographer			
Videographer			
Band / DJ			
Florist			
Officiant			
Cake			
Hair and makeup			
Attire			
Rentals			
Stationery			
Transport			
Hotel			



The wedding party

Who stands beside you, what they wear, and what you have asked of them.

NAME	ROLE	ATTIRE	FITTING	ASKED TO



Guests traveling in

Family and friends flying in: when they land, where they stay, and who meets them.

GUEST	FROM	FLIGHT	ARRIVES	STAYING AT	MET BY



The guest list

One line per household: how many you asked, how many said yes, and the initials of the celebrations they are invited to.

TOTALS

INVITED	COMING	NOT COMING	WAITING	CHILDREN

HOUSEHOLD	SIDE	GROUP	PHONE	ASKED	YES	EVENTS	DIETARY	TABLE

The guest list, continued

HOUSEHOLD	SIDE	GROUP	PHONE	ASKED	YES	EVENTS	DIETARY	TABLE

The guest list, continued

HOUSEHOLD	SIDE	GROUP	PHONE	ASKED	YES	EVENTS	DIETARY	TABLE

The guest list, continued

HOUSEHOLD	SIDE	GROUP	PHONE	ASKED	YES	EVENTS	DIETARY	TABLE

The guest list, continued

HOUSEHOLD	SIDE	GROUP	PHONE	ASKED	YES	EVENTS	DIETARY	TABLE

The guest list, continued

HOUSEHOLD	SIDE	GROUP	PHONE	ASKED	YES	EVENTS	DIETARY	TABLE

Guest replies

The part of the year that runs on other people's time. A little structure turns chasing into counting.

WHAT TO ASK EACH GUEST

- Attending, for each person by name
- Meal choice, if there is one
- Dietary needs and allergies, per person
- Children and their ages
- A mobile number, so reminders reach them

THE RHYTHM OF REPLIES

Invitations out
6–8 weeks before; 10–12 with guests abroad

First reminder
4–6 weeks before, a week ahead of the deadline

RSVP deadline
3–5 weeks before

Last reminder
the week after the deadline

Final count to the caterer
when the venue asks, often 1–2 weeks before

REPLIES, WEEK BY WEEK

WEEK OF	REPLIED	COMING	NOT COMING	REMINDER SENT

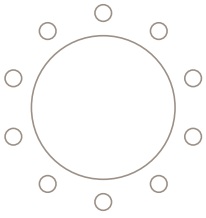
QuikRSVP builds your RSVP form free, sends it by WhatsApp or email in your guests' own languages, and reminds the ones who have not answered.

QUIKRSVP.COM

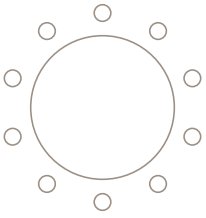


The table plan

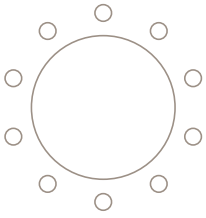
Ten seats to a table; write a name on each line. Keep a reserve table for the guests who reply late.



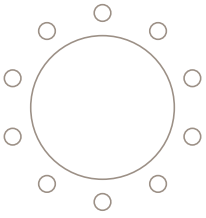
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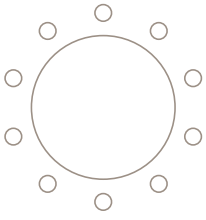
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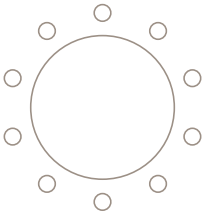
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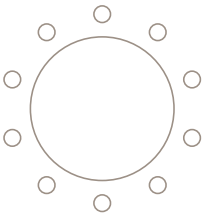


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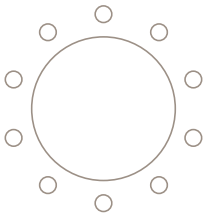


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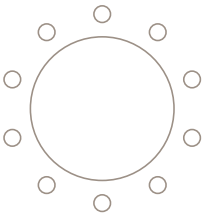
The table plan, continued



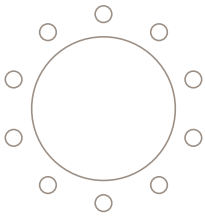
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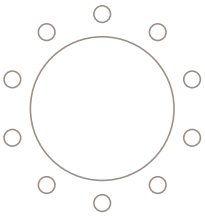
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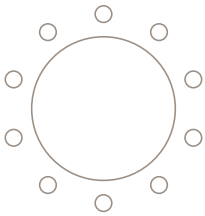
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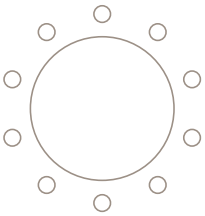
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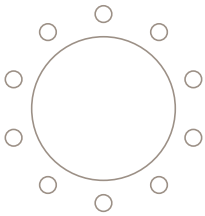
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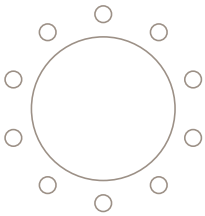


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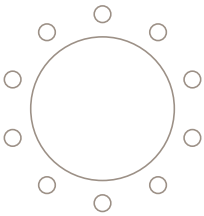


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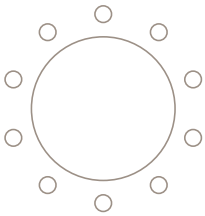
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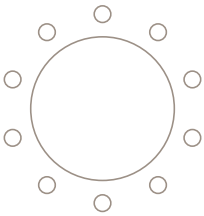
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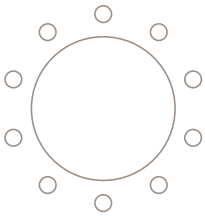
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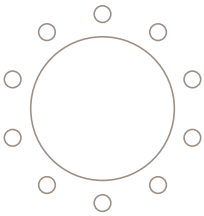
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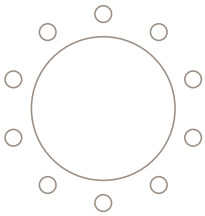
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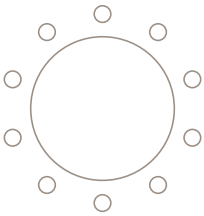
TABLE



TABLE



TABLE



TABLE

The room

Sketch the room: the dance floor, the stage, the head table, the doors and the bar, then place the tables around them.



The day, hour by hour

Build in ten or fifteen minutes between moments; weddings run late, kindly.

TIME	WHAT HAPPENS	WHO, AND WHERE

The photographs

Give this to your photographer, with one person from each family who knows every face.

- [ ] The bride with her parents
- [ ] The groom with his parents
- [ ] Both families together
- [ ] Grandparents
- [ ] Siblings
- [ ] The wedding party
- [ ] The bride's side, extended
- [ ] The groom's side, extended

OUR MUST-HAVE MOMENTS

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Words for the day

Vows, toasts and thank-yous: who speaks, in what order, in which language, and for how long.

WHO SPEAKS	WHEN	LANGUAGE	LENGTH	NOTES

DRAFTS

On the day

Give this page to the one person who answers every question on the day.
That person is neither of you.

WHO	ROLE	PHONE	ARRIVES

THE EMERGENCY KIT

- [ ] Safety pins
- [ ] Stain remover
- [ ] Plasters
- [ ] Breath mints
- [ ] Blotting papers
- [ ] Phone charger
- [ ] Spare earring backs
- [ ] Deodorant
- [ ] Double-sided tape
- [ ] Pain relief
- [ ] Bobby pins
- [ ] Tissues
- [ ] Sewing kit
- [ ] Water and a snack
- [ ] Clear nail polish
- [ ] Small scissors

Gifts and thank-yous

Write the gift down the day it arrives; tick the note the day it goes.

FROM	GIFT	AMOUNT	RECEIVED	THANKED

The day, in our words

Write it within the week, while it is still close.

PLATE X · YOUR OWN

A flower from the day

Press a stem from the bouquet between two sheets of paper under heavy books for two weeks, then fix it here.

HERBARIUM

Flower _____

From _____

Pressed on _____

Notes

Notes



QuikRSVP

Made with care, for the two of you

QUIKRSVP.COM

RSVP forms, guest lists, seating and wedding websites, in your guests' own languages.