

Wedding planner

Checklist, budget, guests, suppliers and the wedding-day schedule on a few pages. Print it and fill it in as the wedding gets closer.



Our names

Wedding date

Venue

The basics

Venues and suppliers will ask you for these details. Keep them together.

Wedding date

Ceremony time

Ceremony venue

Reception venue

Number of guests

Of which children

Style and colours

Total budget

Important contacts

Who	Name	Phone
Bride		
Groom		
First witness		
Second witness		
Coordinator		
Officiant		
Venue contact		
Photographer		

What to do when

Tick things off as you go, and feel free to change the order.



12 or more months ahead

- ☐ Set the budget and an approximate number of guests
- ☐ Choose the date and style of the wedding
- ☐ Find and book the wedding venue
- ☐ Arrange the officiant at the registry office or the parish
- ☐ Book the photographer

6 to 12 months ahead

- ☐ Arrange catering, music and flowers
- ☐ Choose the dress and suit
- ☐ Write the guest list
- ☐ Tell guests the wedding date
- ☐ Arrange accommodation for guests

3 to 6 months ahead

- ☐ Send the wedding announcements and invitations
- ☐ Order the cake and wedding rings
- ☐ Arrange transport to the ceremony and the reception
- ☐ Try out hair and make-up

Your own tasks

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

1 to 3 months ahead

- ☐ Submit the marriage questionnaire to the registry office
- ☐ Confirm who is coming and finish the guest list
- ☐ Prepare the seating plan
- ☐ Put together the wedding-day schedule
- ☐ Confirm the menu and number of portions

The last month

- ☐ Confirm times with all suppliers
- ☐ Give the schedule to the witnesses and the coordinator
- ☐ Pick up the dress and suit
- ☐ Prepare cash and envelopes for suppliers

A week before

- ☐ Give the final number of guests
- ☐ Deliver decorations and name cards
- ☐ Pack your things for the wedding day

Budget

Write down planned costs, actual prices and amounts paid. A reserve saves you when something costs more.

Total budget

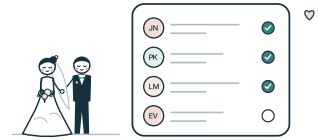
Number of guests

Cost per guest

Category	Plan (CZK)	Actual (CZK)	Paid (CZK)
Venue			
Food			
Drinks			
Photographer			
Music			
Coordination			
Flowers			
Decorations			
Dress and suit			
Rings			
Stationery			
Transport			
Accommodation			
Reserve			
Total			

Guest list

Family, friends, colleagues. Note who is coming as soon as guests reply.



	Name	Group	Coming	Food and notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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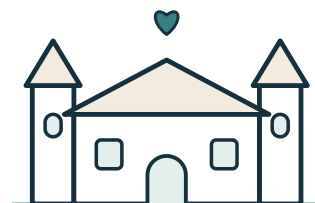
Suppliers

Contacts, prices and deposits in one place. Mark the status, for example:
asked, confirmed, paid.

Service	Name or company	Contact	Price	Deposit	Status
Venue					
Catering					
Photographer					
Videographer					
Music or DJ					
Flowers					
Cake					
Officiant					
Dress					
Suit					
Hair and make-up					
Transport					

Questions for the venue

Ask every venue the same questions at viewings. You'll quickly see which one suits you best. Find venues across the Czech Republic at svatbik.cz/en/mista.



Question	Venue 1	Venue 2	Venue 3
Venue name			
Seated capacity			
Available dates			
Hire price			
In-house or external catering			
Own drinks and corkage			
How late music can play			
Ceremony on site			
Plan B if it rains			
Accommodation for guests			
Parking			
Step-free access			
Deposit and cancellation terms			

Wedding-day schedule

What happens when and who is in charge. The times are only a suggestion, so change them to suit you. Create a free online schedule at svatbik.cz/en/harmonogram and send the link to your guests.

[illegible]

Seating plan

Draw the table layout and write down who sits with whom. Seat families and friends together.

Table notes

Final checks

The week before the wedding, the day itself and after. So nothing slips when there's the most to do.

The week before the wedding

- ☐ Confirm times with all suppliers
- ☐ Give the schedule to the witnesses and the coordinator
- ☐ Give the final number of guests
- ☐ Prepare cash and envelopes for suppliers
- ☐ Pick up the dress and suit

After the wedding

- ☐ Thank your guests and suppliers
- ☐ Save the photos from your guests
- ☐ Get new documents if you change your surname

On the wedding day

- ☐ ID cards or passports for the ceremony
- ☐ Rings with the witness
- ☐ Charged phone and power bank
- ☐ Emergency kit: needle and thread, plasters, headache tablets
- ☐ Spare shoes and an umbrella
- ☐ Someone to take gifts and decorations home afterwards

Your own notes

Keep planning online

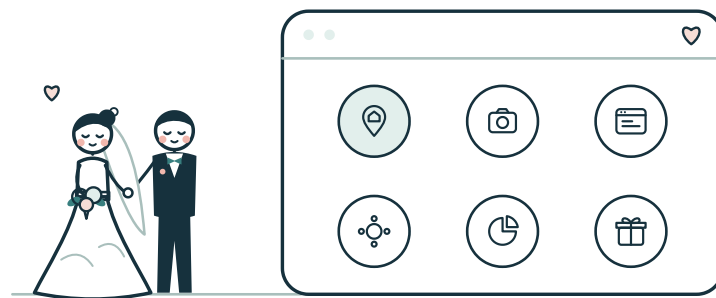
When guest numbers, the budget or times start to change, move to Svatbík. You can update everything as you go and have it on your phone too.

Free

- Wedding venue directory and bulk inquiry
- Wedding-day schedule with a link for guests
- QR gallery for photos from guests

Premium for CZK 990, one-time

- Wedding website with RSVP
- Guest list
- Seating plan
- Budget
- Tasks with reminders
- Wedding gifts



svatbik.cz