

## **The Village Inn Wedding Workbook**

At the Village Inn we care that your special day goes according to plan and that all details are taken care of in a systematic way. We have compiled this short workbook to assist you in your planning. It should help organize many of the important details that will make up your wedding, from the budget to the guest list to the music and flowers. Start with the timeline and set deadlines for yourselves. If you have fewer than six months to plan your wedding, don't panic; just get started as soon as possible. Never allow the details to overshadow the joy of the event. Our wedding planners and staff will assist you along the way

### ***Six or more months ahead***

- Think about the type of wedding you want – formal or informal, big or small
- Set budget
- Compile guest list and organize addresses
- Finalize wedding date
- Reserve ceremony and reception sites
- Choose attendants
- Order dress & accessories
- Book Officiant
- Order Wedding Cake
- Book Florist
- Book Music for ceremony & reception
- Book Photographer & videographer
- Plan and book honeymoon
- Send Save the Date Cards, if using

### ***Four to Six months ahead***

- Order stationary, including invitations and thank-you notes
- Register for gifts
- Purchase wedding rings
- Choose favors
- Choose gifts for wedding party
- Reserve accommodations for out-of-town guests

### ***Two to Four months ahead***

- Discuss details of menu with your wedding planner at the Village Inn
- Reserve guest rooms at the Village Inn for yourself and any guests that might need them
- Discuss service with officiant
- Schedule rehearsal time and rehearsal dinner
- Mail invitations
- Write thank you notes as gifts arrive



# The Village Inn Budget Planner

## Budget Planner

### *Ceremony & Reception*

\_\_\_\_\_ Ceremony Location Fee  
\_\_\_\_\_ Officiant's fee  
\_\_\_\_\_ Marriage License  
\_\_\_\_\_ Reception Site Fee (\$500 Village Inn)  
\_\_\_\_\_ Food (include taxes Maine State 7%)  
\_\_\_\_\_ Cake (include Maine State Taxes 7%)  
\_\_\_\_\_ Bar (include Maine State Taxes 7%)  
\_\_\_\_\_ Gratuity (18% on food & beverage)  
\_\_\_\_\_ Rentals  
\_\_\_\_\_ Couple's transportation

**Ceremony & Reception subtotal** \_\_\_\_\_

### *Music*

\_\_\_\_\_ Ceremony music  
\_\_\_\_\_ Cocktail hour music  
\_\_\_\_\_ Reception music

**Music Subtotal** \_\_\_\_\_

### *Stationery*

\_\_\_\_\_ Save the date cards  
\_\_\_\_\_ Invitations and envelopes  
\_\_\_\_\_ Programs  
\_\_\_\_\_ Seating cards, place cards and menu cards  
\_\_\_\_\_ Thank-you notes  
\_\_\_\_\_ Postage  
\_\_\_\_\_ Calligraphy

**Stationery Subtotal** \_\_\_\_\_

### *Flowers*

\_\_\_\_\_ Ceremony decorations  
\_\_\_\_\_ Bride's Bouquet  
\_\_\_\_\_ Maid of honor's and bridesmaids bouquets  
\_\_\_\_\_ Flower girl's accessories  
\_\_\_\_\_ Corsages for Mother's, Grandmothers, & other important women in your life  
\_\_\_\_\_ Boutonnieres  
\_\_\_\_\_ Reception centerpieces and decorations

**Flowers Subtotal** \_\_\_\_\_

***Gifts, favors and extras***

- \_\_\_\_\_ Maid of honor gift
- \_\_\_\_\_ Bridesmaids gifts
- \_\_\_\_\_ Best man's gift
- \_\_\_\_\_ Groomsmen's gifts
- \_\_\_\_\_ Guest-room gifts
- \_\_\_\_\_ Favors
- \_\_\_\_\_ Ring Pillow
- \_\_\_\_\_ Guest Book

**Gifts, favors, etc. subtotal** \_\_\_\_\_

**Grand total** \_\_\_\_\_