

wyoming weddings



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www.wyoweddings.com

*blog, vendor directory, and
more inspiration!*

My Timeline

1 Year - 6 Months

- ☐ Set the Date
- ☐ What type of wedding will you have? How many guests? *Small, large, informal or formal?*
- ☐ Choose your wedding party – ask them right away! *Arrange any other special helpers you'll need, such as cake servers and guest book attendants. Consider finding a Bride's Assistant – someone not in the wedding party to help you through your day.*
- ☐ Hire a wedding planner
- ☐ Reserve your ceremony site and officiant DP
- ☐ Send 'Save the Date' cards; make your wedding website *Especially great for destination weddings or for those with lots of out-of-town guests!*
- ☐ Reserve your photographer & videographer DP
- ☐ Reserve your music: ceremony & reception DP
Ceremony music, entrance/exit music, music for guests to be seated by; Reception music, dancing music, introduction music, dinner music, music for cocktail hour
- ☐ Reserve your unique travel arrangements DP
Limo, horse & carriage, antique car, tandem bike...
- ☐ Reserve your florist DP
- ☐ Reserve your caterer & cake bakery DP
- ☐ Reserve special rentals DP
Tents, tables, fountains, arches, candelabra, etc.
- ☐ Research: Time table for marriage license in your area and passport time table if needed for your honeymoon!

4-6 Months

- ☐ Order your dress & other formal attire DP
- ☐ Order your invitations
Be prepared to send them out TWO MONTHS before your wedding; request RSVPs by ONE MONTH before your wedding date
- ☐ Plan your honeymoon!
- ☐ Plan your photography with your photographer
- ☐ Plan your flowers with your florist
- ☐ Plan your menu with your caterer and your cake/special dessert with your bakery
- ☐ Plan your ceremony with your officiant & musicians; plan reception with your musical selections/emcee/Host or Hostess
- ☐ Order any special items you need for ceremony
Unity candle, blending sands, there are many choices!
- ☐ Plan the week of your wedding with your family, wedding party, friends, etc.
When will everyone arrive? Who will pick up different items? Who will hold the contact lists and plans and make sure the day flows smoothly?
- ☐ Order any special items you need for the reception
Cake serving set, toasting flutes, etc.





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307.441.0016

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My Timeline

2 Months

- ☐ Complete your gift registries
Consider an in-town and internet/chain store option for out-of-town guests and those who cannot attend
- ☐ Address and mail invitations
Request RSVPs ONE MONTH from wedding date
- ☐ Wedding party & helper gifts/mementos
Order, handcraft, personalize, etc.
- ☐ Have you bought a gift for your spouse-to-be?
- ☐ Are you on time for your alterations?
How about your wedding party, mothers, etc.?
- ☐ Announce your wedding in your local paper and hometown paper if applicable
- ☐ Complete your wedding ring order, including engraving
- ☐ How's the honeymoon coming along?
- ☐ Design your ceremony program
Visit our blog for all sorts of fun ceremony ideas!



- ☐ Verify plans with wedding party, assistants, family, etc.
Send out a schedule of events!
- ☐ Do you have remaining vendor balances to pay?
- ☐ Complete thank you notes for gifts as they come in, especially if you prefer to write personal notes!
- ☐ Complete guest gifts/mementos
- ☐ Have all of your miscellaneous decoration items prepared and ready to go! *White Christmas lights, silk flowers, candles, glass marbles, fabric, etc.*

1 Month

- ☐ Compile RSVP numbers:
Verify guest count with caterers, venues, cake bakery, etc.
- ☐ Create place cards for tables if you will have a seating arrangement
- ☐ Complete marriage license
depending on your area's timetable
- ☐ Complete name change documents as applicable
- ☐ Are you supplying your cake topper, cake serving set and guest book? *Make sure they're ready to go!*
- ☐ Practice your hair and make-up with your stylists!
- ☐ Verify plans with wedding professionals:
 - ☐ Photographer
 - ☐ Videographer
 - ☐ Florist
 - ☐ Reception Musicians/DJ/Emcee/Host/Hostess
 - ☐ Bridal Salon – Alterations and tux sizes?
 - ☐ Ceremony Officiant
 - ☐ Ceremony Musicians

2 Weeks

- ☐ Stay Calm!
- ☐ Make sure you have picked up your wedding rings
- ☐ Consider creating welcoming gift baskets for out-of-town guests
- ☐ Break in your wedding shoes
- ☐ Pick up formal wear based on schedule arranged with bridal salon
- ☐ Deliver cake topper to bakery if applicable; *Who is in charge of cake serving set, guest book, toasting flutes? If you're doing a unity ceremony, who is in charge of delivering it to the ceremony?*

2 Days

- ☐ Pack for honeymoon
Pack your camera!
- ☐ Pick up formal wear *based on schedule arranged with bridal salon*
- ☐ Manicure, pedicure
Will you treat your bridal party to one as well?
- ☐ Hold bridesmaids' luncheon if you so choose
- ☐ Greet family & friends and enjoy your experience!



Flowers

Use this page to organize your wishes & thoughts for floral arrangements, bouquets, etc.

Sketch your design, take notes on flowers and arrangements that you love, and brainstorm ideas!

Your florist can best assist you in achieving your dreams when you come prepared with ideas. Do your research!

BOUQUETS/BOUTONNIERES

FOR THE CEREMONY

FOR THE RECEPTION

hg
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& MACARONS

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cupcakes, and macarons

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Northeastern Colorado
and Beyond

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Cake designer & dreamer
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Reception Planning

You can use this to organize the details of your reception - from arrival times to cutting the cake!

Remember that unexpected things happen, so approximate everything! Work with your caterer, music provider and reception site staff to organize the event.

Organization and communication will lead to an organized reception that you can truly enjoy!

Who will light candles, arrange place cards, and ensure all is set for guest and wedding party arrival?

Hors d'oeuvres & Cocktail Hour: _____

or Bar Opens for guest arrival at: _____

* Open or Cash Bar?

Unique Transportation Departs Ceremony for Reception at: _____

* Will Bride & Groom only utilize transportation, or entire wedding party?

Time of Wedding Party, Bride & Groom Arrival: _____

Entrance into Reception: _____

* Formal, announced, timed with DJ/Emcee/Host or Hostess, or informal and unannounced?

* Will guests need bubbles or other items to welcome the Bride & Groom?

Meal Style: _____

* Buffet, Served Meal with Courses, Seated, Place Cards?

* If self-catered, who is responsible for assembling buffet and restocking items?

Meal Begins at: _____

Wine/Beverage Selection for Meal: _____

Schedule of Events Following Meal: _____

* Toasts, cake cutting and serving, dancing, etc.

Order of Toasts: _____

Cake Served at: _____

Dancing Order & Musical Selections:

- * _____
- * _____
- * _____
- * _____

Music Ends at: _____

* Who is cleaning up? _____

* Who is collecting the gifts for safe keeping? _____

Decorations:

- * Rentals Needed _____
- * Borrowed/Supplied Decor _____
- * Pick-Up Rentals/Borrowed Items _____

Ceremony Planning

You can use this to organize the details of your ceremony.

Will you enter to special music? Do you have unique ideas in mind? Lay out your plan and prepare it with the person conducting your ceremony; then write the plan here to help you stay organized and for easy reference at the rehearsal and on the Big Day!

Prelude/Entry Music: _____

* Performed by: _____

* Time of Wedding as stated on Invitation: _____

* Guest Book should close at: _____

* The guest book attendant will need to bring all guest signing materials (book, pen, picture mat, etc.) with them to the reception.

Candles lit on candelabra (if applicable)

* Will Mothers or other special guests light unity taper candles after escorted?

Ushers begin seating grandparents, parents, special guests, etc. at the time stated on the invitation.

* Ushers seat those on their right by offering their right arm, those seated on their left by offering their left arm. Escort women, men follow behind.

Usher Seating Order:

_____	_____
_____	_____
_____	_____
_____	_____

The Mother of the Bride is seated last.

Mothers or other special guests light unity taper candles (if applicable)

Entrance of Groom and Officiant Processional Order:

_____	_____
_____	_____
_____	_____
_____	_____

* The first bridesmaid (and groomsman if applicable) to enter will stand furthest from the altar.

* The Maid/Matron of Honor (and Best Man if applicable) enter last and stand closest to the Bride and Groom.

Flower Girl and Ring Bearer Entrance

* They may enter together or separately. Consider placing their parents on the ends of aisles to easily seat them after they arrive at the altar if they are small.

* Will the Flower Girl scatter petals, or carry a fixed arrangement?

Entrance of the Bride and Bride's Escort

Ceremony as arranged with Officiant

* Where will Special Music and/or Readings occur?

_____	Performed by: _____
_____	Performed by: _____
_____	Performed by: _____

Recessional Music: _____

* Performed by: _____

* Exit in opposite order as Processional, Groomsmen and Bridesmaids exit as couples.

* Ushers escort the special guests first after wedding party exits.

* Will a receiving line form after the ceremony? _____

* Will guests directly depart for the reception? Which special guests should stay for pictures?

Payment Planner

You can use this to organize your payments. Note the date, how you paid, and how much.

DP = Down Payment
OP = Other Payments

Total Budget:

			PAID	BUDGET
Wedding Planner:	DP: _____	OP: _____	<input type="checkbox"/>	
Ceremony Location:	DP: _____	OP: _____	<input type="checkbox"/>	
Reception Location:	DP: _____	OP: _____	<input type="checkbox"/>	
Photographer:	DP: _____	OP: _____	<input type="checkbox"/>	
Videographer:	DP: _____	OP: _____	<input type="checkbox"/>	
Florist:	DP: _____	OP: _____	<input type="checkbox"/>	
Ceremony Music:	DP: _____	OP: _____	<input type="checkbox"/>	
Reception Music:	DP: _____	OP: _____	<input type="checkbox"/>	
Unique Travel:	DP: _____	OP: _____	<input type="checkbox"/>	
Caterer:	DP: _____	OP: _____	<input type="checkbox"/>	
Cake Bakery:	DP: _____	OP: _____	<input type="checkbox"/>	
Bridal Attire:	DP: _____	OP: _____	<input type="checkbox"/>	
Jeweler:	DP: _____	OP: _____	<input type="checkbox"/>	
Invitations:	DP: _____	OP: _____	<input type="checkbox"/>	
Rental Company:	DP: _____	OP: _____	<input type="checkbox"/>	
Ceremony Decorations:	DP: _____	OP: _____	<input type="checkbox"/>	
Reception Decorations:	DP: _____	OP: _____	<input type="checkbox"/>	
Thank You Gifts:	DP: _____	OP: _____	<input type="checkbox"/>	
Honeymoon:	DP: _____	OP: _____	<input type="checkbox"/>	

Vendor Directory

Vendor: _____
Phone: _____
Website: _____

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Our Wedding Party

Maid/Matron of Honor: _____

Address: _____

Phone(s): _____

Bridesmaid: _____

Address: _____

Phone(s): _____

Bridesmaid: _____

Address: _____

Phone(s): _____

Bridesmaid: _____

Address: _____

Phone(s): _____

Bridesmaid: _____

Address: _____

Phone(s): _____

Bridesmaid: _____

Address: _____

Phone(s): _____

Flower Girl: _____

Address: _____

Phone(s): _____

(Extra): _____

Address: _____

Phone(s): _____

Guest Book: _____

Address: _____

Phone(s): _____

Gift Attendant: _____

Address: _____

Phone(s): _____

Cake Server: _____

Address: _____

Phone(s): _____

(Extra): _____

Address: _____

Phone(s): _____

Best Man: _____

Address: _____

Phone(s): _____

Groomsman: _____

Address: _____

Phone(s): _____

Groomsman: _____

Address: _____

Phone(s): _____

Groomsman: _____

Address: _____

Phone(s): _____

Groomsman: _____

Address: _____

Phone(s): _____

Groomsman: _____

Address: _____

Phone(s): _____

Ring Bearer: _____

Address: _____

Phone(s): _____

(Extra): _____

Address: _____

Phone(s): _____

Usher: _____

Address: _____

Phone(s): _____

Usher: _____

Address: _____

Phone(s): _____

Usher: _____

Address: _____

Phone(s): _____

(Extra): _____

Address: _____

Phone(s): _____