

## Get Organized With a Wedding Binder!

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Getting organized can be the smartest thing you do when planning your wedding – and a binder can be a great tool to help. It allows you to keep copies of all the contracts you have signed, plus all the information from your research, in one convenient place.

I put together a three-ring binder for each of my clients, with a single sheet hole punch attached to the rings, and tab dividers for these categories:

**Notes/To Do List** – Keep notes of conversations, to-do checklist, etc. in this section.

**Budget** – Keep budget-related information here. There are several good budget calculators available on line that can help, or create your own using a spreadsheet program.

**Schedule** – Buy a weekly or monthly calendar to track all of your appointments in one place.

**Apparel and Beauty** – Information about your gown, bridesmaids' dresses, tuxedo rentals and any accessories needed for you and your wedding party.

**Bakery** – Details on your cake or other dessert options. (Skip if your reception venue provides the wedding cake.)

**Catering and Reception** – Venue and catering paperwork and details for the reception.

**Ceremony** – Ceremony venue and officiant information.

**Favors and Gifts** – Keep track of all favor and attendant gift information here.

**Florist and Decorations** – Keep these together since florists often do decorating as part of the floral arrangements.

**Guest Info and Accommodations** – Track guest list and accommodation information in this section, including the following: Save the Date sent? Shower Invite? Wedding Invite? Rehearsal Dinner invite? Gift Received? Thank you note sent? RSVP information?

**Invitations & Other Stationery** – Information on all stationery items (Save the Date's, Invitations, Thank You note cards, etc.).

**Music** – Ceremony and reception music selections, information, contacts and contracts.

**Photography and Video** – Photography and videography contracts, articles, contacts.

**Rehearsal Dinner** – While the groom's family's may be coordinating the rehearsal dinner, you may need to keep notes for yourself.

**Rentals** – If you'll be renting linens, glassware, a tent, etc, track that information here.

**Transportation** – Limousine and Carriage contracts, directions, and other transportation details.

**Inside Front & Back** – Use for business card holder, sheet protector for items that don't fit elsewhere, and useful items like pens and sticky notes.