Wedding decor workbook

A plan for designing your wedding like the pros
Thank you for purchasing this wedding decor workbook. You are about to embark on a design journey that will instantly become more organized and simple thanks to the worksheets and advice in this workbook.

Designing an event is not easy, especially your own wedding for all of your loved ones. There is a lot to keep track of, timelines to manage, design decisions to be made, and budget conversations to be had.

This is why I wrote you this workbook.

Using my experience as an event designer in New York City, I’ve learned that a visually cohesive wedding is about editing your ideas, not adding to them. This workbook is going to help you make aesthetic decisions about your decor with check lists, management tips, and organizational tools.

Ready to design your wedding? Let’s get to it.

Need help or have a question?

My email: Michelle@MichelleEdgemont.com

Instagram: @MEdgemontDesign

Pinterest: Pinterest.com/MichelleEdgemont
WEDDING DECOR TIMELINE
LET'S GET ORGANIZED
A good decor timeline, or production timeline, runs like clockwork on a schedule. The design for your wedding is not different. This workbook concentrates on the aesthetics of your wedding only. Logistical items, such as day-of timeline and hiring non-creative vendors, won’t be covered here. What we will be talking about is how to organize, plan, and design the decor behind a beautiful, personalized wedding celebration for your family and friends.

**9-12 MONTHS**
Create your Wedding Moodboard and decide on your wedding aesthetic.

**9 MONTHS**
Book your ceremony and reception venue. Although we aren’t talking about logistics of booking vendors in this workbook, the aesthetic of your ceremony and reception venues is important to the overall design trajectory of your wedding. Depending on many factors, like availability of vendors and when you want to get married, you might have booked your venue before or after you start researching the design aesthetic for your event. Either way, take into consideration the built in visuals of your venue when creating your moodboard. Or, the other way around, think about how you want your wedding to look when searching for venues. For example, a super contemporary wedding design would fit best into a wide open loft. Or a wedding full of lush greenery and lush florals would work perfectly in a garden setting.

**8 MONTHS**
Solidify a rough budget for your decor items. Later in this workbook I give you ranges that typical decor items might cost.

**7 MONTHS**
Design, print, and send your save the dates. Book your florist. Read my blog post on [How To Book a Florist](#) for valuable information on how to walkthrough this process.

**6 MONTHS**
Start researching and designing your invitations. Whether you are DIYing, ordering a pre-made design, or working with a stationery designer for a completely custom look, use your wedding mood board here to make aesthetic decisions on your invitations.

**5 MONTHS**
Book your lighting company and specialty rentals. Speciality rentals could be upgraded plates,
flatware, and glassware (which you will most likely book through your caterer) or large furniture rentals such as lounges and bars.

4 MONTHS
Decide on fun extras and purchase them. These are cocktail napkins, drink stirrers, favors, place cards, and welcome bags.

3 MONTHS
Decide on decorative pieces, such as backdrops, signage, escort cards, table numbers. Finalize catering rentals and linens.

2 MONTHS
Send your invitations.

1 MONTHS
Design and print your day-of stationery and signage, check in with your florist with your final floorplan and send them any updates they might need.

TWO WEEKS
Pack up all of your day-of decor clearly labeled. Delegate any DIY decorating you are doing to a trusted source, such as having your friend deliver the welcome bags to the hotel.

WEEK OF
Give your photographer an extra set of anything you want them to style and photograph: save the date, invite, day-of paper goods, welcome bags, favors, etc.

DAY BEFORE
Print a list of all of the decor you are bringing to the wedding. Make a note on this list next to each item that must come back with you at the end of the night. Print out and give to your venue coordinator and planner.
Before you can make any design decisions, you'll need a cohesive visual plan to help you. This is where the moodboard comes in. My many years working on collections in the fashion industry and these past seven years as an event designer have taught me how to quickly put together an intentional, beautiful design board to use as a blueprint. This is the prep work to planning your wedding decor. Without a moodboard (or at least an edited Pinterest Board), you won’t have a foundation to build your design on. I've taken that knowledge and wrote three easy steps to creating your wedding moodboard:

1) Start by Signing up for the Free 5 Day Challenge to Design your Wedding on Pinterest:

2) Then... Download Mood Boards 101, which will teach you how to turn that Pinterest board into an even more beautiful mood board to use as reference as you design your wedding.

3) Then for the computer savvy...Download 6 Photoshop Templates to drag and drop your inspiration images into.
This is an example of a useful, cohesive, well designed mood board that is used as the backbone of all well designed events.
YOUR DECOR BUDGET

I’ve listed out a variety of decor pieces that you might need for your wedding. You do not need ALL of these to create a cohesively visual event. Venue restrictions, budget caps, access to vendors, and personal preference are all going to dictate which pieces you’ll want to incorporate into your wedding. Below is a giant list of everything you could possibly ever need and average budget ranges. The price ranges are just that: ranges. Quantity, quality, and geographic region have an effect on price, especially for events. Events in big cities are often pricier affairs then suburban parties. Take this into consideration when writing a budget for each category. Don’t get overwhelmed. I know that this is probably the first time you’ve decorated a party for 100 people. Because of that, your knowledge of how much these items cost is limited. The sticker shock will wear off. Remember that it’s your wedding and you are going to make budget decisions based on what’s right for YOU. Let the below info be simply a guide to help you make that initial budget.

I’ve seen beautiful weddings that cost $10K and beautiful weddings that cost $500K. Your budget is obviously limited to the amount of extra money you have to spend. My advice, when it comes to decor specifically, is to spend the biggest chunk of money on the decor that will make the most impact at your venue.

SAVE THE DATES
$1 - $5 each
The lower end of the budget is going to be DIY designed files printed via a reputable online print shop. The higher end could be custom printed magnets, posters, etc.

INVITATIONS
$10 - $50 each suite
$10 is a good place to start for a pre-designed invitation suite purchased online. You'll get the invite, envelope, RSVP card, and RSVP envelope. When budgeting for invites, remember that the add-ons could increase the cost significantly. Stamps will be at least $1 per invite for standard size and weight suites. Outer envelope addressing will run you $1 each for digital printing up to $7 each for hand calligraphy.

FLOWERS AND CANDLES
Varies
This category is almost impossible to give you an average cost for. Instead, I’ll give you the averages for certain categories, and then you can do the math for your own wedding. Bridal bouquets average $250, with some going all the way up to $650+ depending on the construction and types of flowers used. Bridesmaids are much less, often $100 - $200 each. Ceremony decor, especially chuppahs,
mandaps, and arches, will start at an average of $1000. Candles rent for anywhere from $3 to $75 each. Sky’s the limit when it comes to installations, floral walls, bar arrangements, ceremony aisle decor, and anything else you could dream up.

**SIGNAGE**

$20 - $400+
Welcome Signs, Bar menu, Guestbook sign, etc. $20 for a DIY print job and a frame all the way up to $400 for custom hand lettering on wood.

**UPGRADED CATERING RENTALS**

Varies
The cost to rent tables, chairs, dishes, flatware, and glasses is built into your catering bill. High-end, fancy linens rent on average $100 each. High-end chairs average $12 each. If you are looking for speciality items in this category, your caterer, florist, or event designer can help you source them.

**LOUNGE RENTALS**

$1200+
A few couches, pretty chairs, and a cool rug is an easy way to create a cozy spot for hanging out at your wedding. A corner lounge will average $1200.

**DAY OF STATIONERY**

$1 - $5 each
Table numbers, escort cards, place cards, paper menus, ceremony programs. These price out similarly to save the dates. DIY options printed at a local printshop will run you about $1 each. Higher-end paper stock, letterpress or foil, will be closer to $5 each.

**LIGHTING**

$850+
Like Florals, it’s difficult to give an average for this. It all depends on what your venue includes for lighting, what it needs, and what you want. Simple cafe lights over the dance floor will average about $1500. More elaborate lighting could set you back up to $30K.

**FUN EXTRAS**

Varies
These are those fun, unique gestures that you incorporate into your celebration to give it a personal touch. Welcome bags could start at $10 each, favors could start at $5 each, a custom dance floor would be about $3k. Cocktail napkins run about $30 per 100. Drink stirrers are $1 - $3 each.
**THE BIG LIST**

This is what I call the "big list." It’s a giant list of every single decor item you might use for your wedding. You do not need ALL of these. Circle the ones that you want to start researching on. Cross out the ones you definitely know you won’t want.

Refer back to this list as your wedding day gets closer to make sure that you’ve thought of every little decor detail.

<table>
<thead>
<tr>
<th>Bridal Bouquet</th>
<th>Lighting</th>
<th>Non-Floral Installations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridesmaids Florals</td>
<td>Save the Dates</td>
<td>Tables</td>
</tr>
<tr>
<td>Boutonnieres</td>
<td>Invitations</td>
<td>Chairs</td>
</tr>
<tr>
<td>Corsages</td>
<td>Thank you notes</td>
<td>Lounge furniture</td>
</tr>
<tr>
<td>Floral Crowns</td>
<td>Escort Cards</td>
<td>Other furniture rental (bars, etc)</td>
</tr>
<tr>
<td>Flower girl basket</td>
<td>Table Numbers</td>
<td>Draping</td>
</tr>
<tr>
<td>Centerpieces</td>
<td>Place cards</td>
<td>Dance floor</td>
</tr>
<tr>
<td>Candles</td>
<td>Guest Book</td>
<td>Photobooth backdrop</td>
</tr>
<tr>
<td>Ceremony Florals</td>
<td>Ceremony Programs</td>
<td>Favors</td>
</tr>
<tr>
<td>Mandap or Chuppah</td>
<td>Table Linens</td>
<td>Welcome Bags</td>
</tr>
<tr>
<td>Ceremony Aisle decor</td>
<td>Plates</td>
<td>Cocktail Napkins</td>
</tr>
<tr>
<td>Floral Installations</td>
<td>Flatware</td>
<td>Bathroom Decor / Essentials</td>
</tr>
<tr>
<td>Cocktail Hour Florals</td>
<td>Glassware</td>
<td>Drink Stirrers</td>
</tr>
<tr>
<td>Bar Florals</td>
<td>Welcome Sign</td>
<td>Card Box</td>
</tr>
<tr>
<td>Bathroom Florals</td>
<td>Bar Menus</td>
<td>Photo Display</td>
</tr>
<tr>
<td>Floral Wall</td>
<td>Dinner Menus</td>
<td></td>
</tr>
<tr>
<td>Escort Card Florals</td>
<td>Cake Topper</td>
<td></td>
</tr>
<tr>
<td>Gift Table Florals</td>
<td>Cake Stand</td>
<td></td>
</tr>
</tbody>
</table>
**VISUALIZING IT ALL TOGETHER**

As you begin to book vendors and purchase decor, one of the most difficult things to do is to be able to visualize how it will all actually look in your venue on your wedding day. Like when you purchase furniture that looks small in the showroom and then large in your house, often your decor will end up being too small for the venue. Here are a few things you can do to be able to see it all together as you make decisions:

**Schedule a mock-up meeting**
Ask your florist if you can schedule a mock-up meeting for your centerpieces. If possible, try to schedule it with your caterer too, since they might be able to offer a set of plates, flatware, and glasses. Even better, have your florist and caterer schedule the mock-up meeting at your venue.

Going the DIY route for centerpieces? Do your own mock-up meeting in your house. Use a similar colored tablecloth on your dining room table. Set-up one centerpiece. Measure your table to try and visualize how it will look on the table size you are using at your reception. Is it too small? Too big? Does it need more candles or flowers?

**Make an album on your phone**
Each time you make a decor decision or purchase something, take a photo of it. put all of these photos into an album on your phone. This can be a quick reference guide to visualize if it’s all working together.

**Ask questions**
Pick the brains of your florist, caterer, venue manager, and photographer. Has one of them worked at your venue before? Are they willing to give you some feedback on what types of decor works or doesn’t work at the venue?

**Hire an Event Designer and/or Planner**
If budget allows, hire an event designer and/or planner. An event designer’s job is to make sure that your event looks the best it can be. Some event designers, florists, and even some planners offer styling options that you can book ala carte. These would include a few hours of hourly consultation to get their expert feedback on your decor and then they would bring a team to your wedding to set it all up for you.
The next pages are for you to fill in as you research and plan all of your wedding decor. Add in as much detail as possible to really stay organized. Get all your thoughts out on paper. You’ll have everything in one place as you continue to make decor decisions based on your moodboard and your budget.

I always recommend hiring a professional before attempting to DIY. Although professionals do require a bigger investment, their expertise is useful and essential to couples who don’t have the free time to DIY.

Whether you are DIYing or outsourcing the decor for your wedding, follow these guidelines:

**Hiring Pros**

- Ask for referrals from friends, family, coworkers, and other vendors you’ve already hired. They will know the best companies to hire.
- Professionals are an investment. Be prepared for a little sticker shock when asking for quotes from the florist, stationer, rental company, etc.
- Send your mood board to any vendor you are inquiring about. They love to see the design of your wedding and it helps them visualize the feeling for your event.
- Trust them. They are not trying to rip you off.
- If you must negotiate, remember that they own businesses that feed their families. Small asks are OK, but taking off thousands of dollars is not.

**DIY**

- Make a sample before sitting down for the entire DIY project. The sample process will help you work out any kinks and give you an idea of how much time the entire project will take.
- Be prepared for your house to be over run with boxes. All of that DIY decor you are working on needs to live somewhere. It will all be in your house until your wedding.
- Figure out how your DIY will get to your venue, who will set it up, who will clean it up, and how it will get back to your house.
- Only attempt DIY projects that you are familiar with. This isn’t the time to try and learn a completely new skill.
- Get help from friends and family. Being stressed out over DIY projects is not worth it.
SAVE THE DATES

CHECK LIST
○ Research
○ Decide
○ Buy
○ Address and stamp
○ Send

NOTES
INVITATIONS

CHECK LIST
- Research
- Decide
- Buy
- Address and stamp
- Send

NOTES

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
FLOWERS AND CANDLES

CHECK LIST
- Research florists
- Get one or two proposals
- Decide on your florist
- Sign contract and pay deposit
- Pay final balance

NOTES
CHECK LIST

- Research if you need signs
- Decide on what signs you need
- Buy
- Do you have stands?
- Give to venue or planner to set-up

NOTES
CATERING RENTALS

CHECK LIST
- Research: What rentals are included in your catering package?
- Decide: Do you want higher end rentals?
- Choose rentals at the showroom
- Pay final balance

NOTES

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
LOUNGE RENTALS

CHECK LIST

- Research
- Decide
- Buy

NOTES

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
DAY OF STATIONERY

CHECK LIST
- Research: escort cards, table numbers, ceremony programs, menus, cocktail napkins
- Decide
- Buy
- Give to venue or planner to set-up

NOTES

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
CHECK LIST

- Research
- Decide: Get one or two proposals from lighting companies
- Sign contract and pay deposit
- Pay final balance

NOTES
FUN EXTRAS

CHECK LIST
- Research: favors, welcome bags, photobooth backdrops, installations, drink stirrers
- Decide
- Buy
- Give to venue or planner to set-up

NOTES
You are on your way to seamlessly making decor decisions for your intentionally designed wedding. Doesn't it feel good to get organized?

The next step is figuring out where you are going to source all of those amazing decor ideas for your wedding. I put together a big resource guide that lists out my favorite, tried-and-true, places to purchase decor for your wedding.

Inside the Decor Resources Guidebook you will receive:

- Links to my most trusted companies, stores, and vendors that you can work with to execute your wedding design plan.
- All companies, stores, and vendors listed serve the entire USA.
- My secret resources for the best and hard-to-find DIY materials.
- List of the go-to places on the web that I frequent for inspiration: Youtube channels, Instagram accounts, and Pinterest profiles full of even more resources and goodies.

You’ve put a lot of soul into your Wedding Decor Plan, now make it come alive without having to spend hours searching for the best resources.

Download the Decor Resources Guidebook today: