



Category	Item Name	Priority	Assignee	Status
Venue	Book ceremony venue	High		
Venue	Book reception venue	High		
Venue	Arrange transportation	Medium		
Venue	Visit venues for inspection	Medium		
Venue	Confirm venue decorations	High		
Invitations	Design wedding invitations	Medium		
Invitations	Send out Save-the-Dates	High		
Invitations	Compile guest list	High		
Invitations	Track RSVPs	Medium		
Invitations	Send thank you cards	Low		
Attire	Choose wedding dress	High		
Attire	Fittings for dress	Medium		
Attire	Select bridesmaids' dresses	Medium		
Attire	Choose groom's attire	Medium		
Attire	Fittings for groom's attire	Medium		
Catering	Select menu	High		
Catering	Taste test	Medium		
Catering	Finalize catering contract	High		
Catering	Arrange for cake tasting	Medium		
Catering	Confirm guest dietary needs	Medium		
Photography	Hire photographer	High		
Photography	Plan photo shoot locations	Medium		
Photography	Create shot list	Medium		
Photography	Confirm photo delivery times	Medium		
Photography	Arrange photo booth	Low		

## NOTES &amp; COMMENTS

[illegible]