

Staying Organized

Darlene Treadwell, Weddings & More - pg. 8

- Create a Master "To-Do List" (In time sequence, preferably).
- Carry photos of gowns and fabric swatches.
- Carry photos of locations and table measurements.
- Keep a "Contact List" with names, phone, cell fax and email of everyone you are working with.
- Carry a calendar with all your appointments highlighted.
- Create a folder for all contracts. Keep it with you for details to suppliers. Save all receipts.
- Keep important papers you will need in ONE folder or envelope (birth certificate, divorce papers, drivers license, marriage license, passport, etc.).
- Check off to-do's as you accomplish them.