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Plan It!

Smart strategies for pulling the whole thing off

OUR PICK

This cotton accordion file has reinforced handles for portability, a laminated finish for durability, and 16 pockets for optimal organization. It's available in three designs, ranging from a pretty floral to preppy chic. Anna Griffin, \$56; annagriffin.com.



Organizing Principles

3 simple steps to building the **ultimate wedding tracker**

1 Choose your planner

A ring binder is one of the easiest ways to organize your wedding ideas. However, you'll need to purchase a three-hole punch and sheet protectors for printouts and pages torn out of magazines.

An accordion file folder comes standard with separators, so all you have to do is add the labels (see above).

The wedding-planning app **iWedding** enables the tech-savvy bride to keep track of to-dos on her iPhone. The photo component will even save pictures from the Web directly to a photo album.

2 Divide and conquer

Create dedicated areas of your binder or file folder for every aspect of your wedding—this is where you'll collect magazine pages, sketches, and other images that inspire you. Be sure to include headings for your reception venue, ceremony and vows, photography and video, stationery, food and drink, registry, wedding gown and accessories, hair and makeup, bridal party, groom and groomsmen, flowers, cake, music, gifts and favors, transportation, and honeymoon. Make additional ones for categories unique to your wedding.

3 Keep it growing

Once you've started interviewing (and hiring) vendors, continue to use these categories for keeping business cards, vendor materials, and contracts together. Your dress receipt should go in the wedding gown section; file your baker's contact info with the cake design you agreed upon.

Tip: Don't let business cards and other small papers get lost in the shuffle! Check your local office supply store for plastic sheets that accommodate up to eight cards and fit standard three-ring binders.